

**Community Based
Education & Development**



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WELCOME TO CBD COLLEGE

Welcome to CBD! If you are interested in building a career in a growing field with a bright future, you've come to the right place. At CBD College, students gain the knowledge and skills needed to work in industries with a wide range of opportunities and specialties. Guided by a professional and dedicated staff, students enroll in a challenging and comprehensive curriculum that suits their individual needs. But the best part of CBD is the sense of community. Friendships develop beyond the classroom among students and staff, and CBD continues to provide cultural and career guidance for a promising future.

As you read this catalog, you will find features that make our school exceptional among educational and training institutions. We believe that our instructional methods, the pleasant learning environment, and expertise of our staff are second to none in our field. We also firmly believe that every student can and will achieve.

This catalog will provide you with information about the programs offered at CBD College as well as many of the policies and procedures of the institution. Please consider us your partners as you pursue success in your classes and in the workplace.

The statements and terms set forth in this catalog are to be considered as part of a student's Enrollment Agreement. In the event there is a conflict of terminology or meaning, the statement and terms in this catalog shall supersede all other documents and/or verbal agreements.

The catalog is updated annually and provided to prospective students prior to enrollment electronically or in person upon request. The catalog is available on the College's website for download by any interested person.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

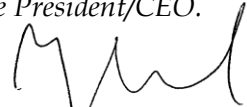
P.O. Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov,

toll-free telephone number (888) 370-7589, (916) 431-6959 or by fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

All information in the contents of this school catalog is current and is so certified as true by the President/CEO.



Alan Heshel, President/CEO

BPPE APPROVAL DISCLOSURE STATEMENT

CBD College is a private non-profit public benefit institution incorporated under section 501c § (3) of the Internal Revenue Code. The College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Prospective enrollees are required to visit CBD College to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

APPROVALS

CBD College is approved by the **California State Approving Agency for Veterans Education (CSAAVE)** to accept veteran's benefits to train Veterans & eligible persons.

CBD College is approved by the **Regional Training Vendor for the South Bay Workforce Investment Board (SBWIB)** to accept and administer Workforce Investment Act (WIA) benefits.

INSTITUTIONAL ACCREDITATION

CBD College is institutionally accredited by and accepts the responsibility to maintain the principles of quality continuing education and the integrity of the following accrediting institution:

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N.

Falls Church, VA 22043

Tel (703) 917-9503 Fax (703) 917-4109

PROGRAMMATIC ACCREDITATIONS

The Associate of Applied Science in Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 US Highway 19 N., Suite 158,

Clearwater, FL 33763

Tel (727) 210-2350 Fax (727) 210-2354

www.caahep.org

The Associate of Applied Science in Occupational Therapy Assistant program is accredited by:

Accreditation Council for Occupational Therapy Education (ACOTE)

4720 Montgomery Lane, Suite 200

Bethesda, MD 20814

Tel (301) 652-6611 Fax (301) 652-7711

www.aota.org

The Associate of Applied Science in Physical Therapist Assistant program is accredited by:

Commission on Accreditation in Physical Therapy Education (CAPTE)

1111 North Fairfax Street

Alexandria, VA 22314

Tel (703) 684-2782 Fax (703) 684-7343

www.capteonline.org

STATE AUTHORIZATION OF DISTANCE EDUCATION OUTSIDE OF CALIFORNIA

Due in part to the increased popularity of distance education, many states have prescribed an “authorization” process for out-of-state institutions delivering online programs to its state residents. States are attempting through these processes to ensure quality post-secondary education, to preserve the integrity of academic programs and applicable credentialing levels, and to instill greater consumer protection for their student residents.

Authorization (sometimes referred to as “registration,” “licensure,” “approval,” etc.) indicates that certain minimum standards have been met by the institution under the laws and regulations of that state. Authorization does not constitute an endorsement of any institution, course or program. Credits earned at an institution do not necessarily transfer to all other institutions.

CBD College has been granted authorizations, exemptions and waivers from certain states. In other states, CBD College can operate without such authorization because the state’s laws do not pertain to the institution or to the college’s activities in that state.

CBD College is currently permitted (i.e., under an approval, exemption or by virtue of not being subject to the applicable state’s agency oversight) to offer distance education (Magnetic Resonance Imaging diploma program) in the following states: California, Arizona, Nevada, Florida, and Texas.

Please be aware of the following information if you will reside outside of California while enrolled in distance education programs offered by CBD College.

Questions about CBD College’s Authorization Status:

CBD College is physically located at 3699 Wilshire Blvd., 4th Floor, Los Angeles, CA 90010. CBD College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) and is legally authorized to operate in the state of California.

Complaints About CBD College Distance Education Programs for Student Residing Outside of California:

CBD College enrolls students from states where the College is authorized (i.e., approved or licensed), exempt or otherwise able to offer distance education programs by virtue of not being subject to the applicable state agency’s oversight.

If you are a student residing outside of California, who wishes to file a complaint about a CBD College program delivered via distance education, please review the internal complaint resolution procedures articulated in this catalog to submit your informal or formal complaint. If you are unable to resolve your complaint through the steps outlined in the policy, a complaint may also be filed with the California Bureau for Private Postsecondary Education, the Accrediting Bureau of Health Education Schools or, as applicable, any of the programmatic accreditors listed in this catalog. A student may also contact his or her specific state agency directly to register a complaint.

CBD College is required to provide a description of the process for submitting consumer complaints in each state in which enrolled students reside. The complaint process for those states in which CBD College is authorized, exempt or otherwise not subject to the applicable state agency’s oversight, to offer distance education programs and enroll students is detailed in the section below:

Arizona

The Arizona State Board for Private Postsecondary Education (Board) does not require licensure of distance education programs if there will be no physical presence in Arizona. CBD College does not have a physical presence in Arizona and is therefore not required to be licensed. As CBD College is not currently required to be licensed by the Board please direct any complaints to the [Arizona Office of the Attorney General](https://gateway-sis.azag.gov/PublicComplaint/begin.aspx).

<https://gateway-sis.azag.gov/PublicComplaint/begin.aspx>

Florida

After review from the Commission for Independent Education, Florida Department of Education, it has been determined that the educational activities of the College in the state do not require licensure at this time. Please direct any complaints to the California Bureau for Private Postsecondary Education (BPPE). Please see the Formal Complaints to Regulatory Agencies section above for details on how to file a complaint with BPPE.

Nevada

CBD College is licensed by the Nevada Commission on Postsecondary Education under an experiential courses license. Students enrolled in a licensed private postsecondary educational institution have the right to register a legitimate complaint with the Commission on Postsecondary Education. To file a complaint please fill out and submit a Student Complaint Form available on the agency's website.

http://cpe.nv.gov/Students/Students_Home/

Texas

Texas residents: Please note that CBD College is not regulated in Texas under Chapter 132 of the Texas Education Code. Therefore, a license or exemption from the Texas Workforce Commission is not required. The Texas Workforce Commission complaint process does not apply to CBD College; therefore, please direct any complaints to the California Bureau for Private Postsecondary Education (BPPE). Please see the Formal Complaints to Regulatory Agencies section above for details on how to file a complaint with BPPE.

NEVADA STATE LICENSURE

CBD College is licensed by the Nevada Commission on Postsecondary Education to operate private postsecondary experiential courses in the state of Nevada.

PARTNERSHIPS

CBD College is recognized as a volunteer group for student's community involvement by the following organizations:

- American Red Cross
- Los Angeles Children's Hospital
- Be the Match (Bone Marrow Registry)
- Los Angeles Regional Food Bank
- Alexandria House (a transitional residence for single women and women with children)

MISSION

The Mission of CBD College is to provide educational opportunities, leading to careers or career advancement, in an open and supportive environment that encourages a lifelong quest for knowledge.

The Institutional Goals are to provide quality educational programs that can be completed in a relatively short time period and provide students the tools necessary for immediate and productive employment.



COLLEGE HISTORY/STATEMENT OF OWNERSHIP

Community Based Education and Development, Inc., doing business as CBD College, was established in 1982. Since then, CBD College has grown to be one of Los Angeles' best resources for vocational training and career advising for students of all nationalities, interests, and means. As CBD College became more structured, professional staff grew, and in 1994 CBD College received Course Approval from the State of California. CBD College was established in May 1996 as a California nonprofit corporation (501(c)(3)) to provide vocational education and training. The Board of Directors are: Alan Heshel, President; Jonathan P. Datz, Esq., Board Member; Alexander Dusovich, MD, Board Member; Polina Tsikman, CPA, Board Member; and Vladimir Ferkelman, Board Member.

In order to validate the professional competence of our program and to help assure the effectiveness of its courses, CBD College sought and received National Accreditation from the Accrediting Council for Continuing Education and Training (ACCET) in 1997.

In addition to ACCET accreditation, in April 2010, CBD College received a programmatic accreditation of its Surgical Technology Program by the Accrediting Bureau of Health Education Schools (ABHES) to allow students to take the National Exam and become licensed, increasing chances to find better positions.

Although the institution remained in good standing with ACCET for 18 years, CBD College sought and on August 3, 2015 received Institutional Accreditation through ABHES. The change of accrediting body was necessary due to a number of reasons, primarily related to the fact that CBD is uniquely health career oriented and, as such, is better suited to be accredited by a body that works exclusively with health education schools.

CONSUMER INFORMATION

The institutional course delivery mode for CBD College programs is residential for all diploma programs and blended for all Associate in Applied Science degrees, with the exception of the MRI diploma program which is delivered via full distance education. All residential courses, excluding clinical/externship courses, are taught at 3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010. The majority of General Education courses are delivered via distance education.

CBD College does not offer English language services, including instruction such as English as a Second Language (ESL). All instruction occurs in English. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of a state-authorized high school proficiency exam. English language proficiency is documented by:

1. The admissions interview and the entrance exam
2. Receipt of prior education documentation as stated in the admission policy

CBD College does not have a pending petition in bankruptcy, did not operate as a debtor in possession, has never filed a petition within the preceding five years or has had a petition of bankruptcy filed against it within the preceding five years in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Institutional Consumer Information is available on the website: <https://www.cbd.edu/consumerinformation>.

SCHOOL RIGHTS

The College reserves the right to add or withdraw any course or program, or to make changes to policies, procedure, instructional staff, equipment, curriculum, tuition fees, class/break schedules, regulations or any published agreement, as conditions warrant.

CBD College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or profession requirements.

When ongoing federal, state or professional changes take place that affect students currently in attendance, the college is required to make the appropriate changes.

No changes will be made without the consent of the student and, if necessary, the prior approval of ABHES.

LOCATION AND FACILITIES

CBD College is located in the heart of Los Angeles at 3699 Wilshire Blvd, Fourth Floor, Los Angeles, California 90010. www.cbd.edu.

Housed in a modern, air-conditioned facility, the College is accessible to disabled students. Reasonable accommodations will be made for students with special needs to enable them equal access to admissions and learning opportunities. A student with a disability who needs academic accommodations is encouraged to contact the School Administrator.

The 50,000 square foot facility consists of labs and lecture rooms, administrative offices, a job search lab/student resource library, and student lounge. Class sizes for lecture do not exceed in general 30 students per instructor. For those programs that utilize higher than 30 per instructor ratio, additional assistance may be provided. Class sizes for labs generally do not exceed 10-20 students per instructor (based on program requirements).

To provide quality training and enhance classroom learning, the College maintains industry-related technology, including individual Tablets, and industry standard equipped program specific labs. Students receive hands-on experiences and training in our programs. The laboratories contain workstations simulating real work environments that students will encounter in the professional setting.

Students have access to a current job search lab/resource library to supplement their learning experience. Students are encouraged to increase their knowledge through use of these facilities. The College complies with federal, state, and local laws, regulations and ordinances. These include requirements for fire safety, building safety, and health regulations.

INTERNATIONAL STUDENT

This school is authorized under federal law to enroll nonimmigrant alien students. International students must meet the same admissions standards as all other students (please refer to the Admissions Policy). Student applying to SEVP-certified schools and requiring the school's sponsorship for international student visa status must meet the additional requirements below:

- Provide a copy of valid passport;
- Documentary evidence of financial support in the amount indicated on the SEVIS form I-20MN; and
- Documentation of English language proficiency (please refer to English Language Proficiency Policy)

The Certificate of Eligibility for Non-Immigrant (M-1) Student Status – For Vocational Students (I-20MN) is issued to students when they are accepted by the school. Applicants use the I-20MN to apply for the M-1 nonimmigrant student visa and are responsible for any associated fees (e.g., SEVIS fee). Please contact the CBD College's Designated School Official (DSO) for additional information about studying in the United States or with questions about the above requirements (213-427-2200, international-student@cbd.edu).



ADMISSIONS

REQUIREMENTS

To be admitted to CBD College, the applicant must:

- Be at least 17 years of age.
- Have earned a high school diploma or its equivalent¹, or completed an Associate level degree.
- Have an interview with an Admissions Representative.
- Meet with the Interview Team, if applying to a degree program.
- Provide essay/questionnaire, if applying to a degree program.
- Present valid government picture ID.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test and Wonderlic Advanced Skills Test (WAST), if applying to a degree program.

CBD College does not admit Ability-To-Benefit applicants.

Distance Education/Blended Programs

- To be eligible for admission to a distance education/blended program, an applicant must first meet the minimum admission requirements, as described above in this catalog (See Admissions section above).
- Be a resident of a state in which CBD College is permitted to deliver distance education (see State Authorization of Distance Education Outside of California section of the catalog);
- Present an electronic copy of a valid government issued ID card to their Admissions Representative; and
- Pass an online orientation course, inclusive of distance education readiness assessment, verifying hardware, software, and computer literacy requirements, confirming the ability to be successful in a virtual classroom environment.

Computer Skills needed for Distance Education

- Ability to use web browsers, various search engines, and library databases
- Ability to enter Uniform Resource Locators (URLs)
- Ability to download and save files from the Internet, install software, and use virus protection
- Be able to complete online forms; participate in discussion boards, chats, and messengers
- Be able to cut or copy and paste, use spell-check, and save files in different formats
- Be familiar with web-based email, including sending and receiving attachments
- Ability to manage files and folders (save, name, copy, move, backup, rename, delete, check properties)

Hardware needed for Distance Education

- Computer with at least 100MB free space, 2GB RAM, and 16 Bit sound card
- Access to Internet Service – Broadband (cable/DSL recommended)
- Printer
- Keyboard, mouse/trackpad, speakers, and microphone
- Internal or external webcam
- Monitor that will display 1024x768 or 1280x720 minimum resolution, with 32-bit color graphics

Software needed for Distance Education

- Windows 7 or above, or Mac 10.10 or above
- Google Chrome 30, Firefox 25.0, Safari 6, or Internet Explorer 10.
- Java, JavaScript, and cookies must be enabled in browser.

¹ The following are the equivalent of a high school diploma: (1) GED; (2) A state certificate received by a student after the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; (3) an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree; (4) For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and who has not completed high school but who excelled academically in high school, documentation that the student excelled academically in high school and has met the formalized, written policies of the institution for admitting such students.

- Pop-up blocking software may need to be disabled
- PDF reader - Adobe Acrobat Reader DC (free download at <https://get.adobe.com/reader>)
- Adobe Flash Player, latest version (free download at <https://get.adobe.com/flashplayer>)
- Microsoft Word, or word processing software that can save files in the .doc or .docx format. OpenOffice is acceptable: free software is available at <http://www.openoffice.org> and it is required to save files in .doc or .rtf format.

PROCEDURES

Students who are at minimum 17 years of age may be accepted and enrolled if they have earned a high school diploma or its equivalent, or if they have successfully completed their education in a foreign country where that education is recognized as being equivalent to a U.S. high school diploma or above². Students must provide a proof of graduation (see admission requirements above).

To begin their college experience, applicants must complete an Admission Packet (*Note: If you have been convicted, found guilty of, or pled nolo contendere to any crime (felony or misdemeanor), other than a speeding or parking violation, you MUST seek clarification from the board of the program you are applying for, as to your eligibility to apply for Board examination*), have a personal interview with an Admissions Representative and meet Admissions Requirements. *Note: Health screenings, immunizations, and current BLS CPR certification are required prior to placement into clinical externship. Drug and alcohol testing are required by some clinical externship sites prior to placement into site.*

All enrolled students must attend the orientation session(s) designated for the program.

The school reserves the right to deny enrollment based on candidate test scores, prior criminal record, failure of the candidate to meet admissions requirements, or to comply with any applicable local, state or federal laws, statutes or regulations and, when appropriate, based on the decision of the Interview Team.

New applicants may apply to the same program no more than three (3) times.

Acceptance and matriculation rates are maintained by the Director of Admissions and are made available upon request.

PROGRAM	SLE SCORE	WAST SCORE
Pharmacy Technician (PhT)	12	N/A
Medical Assistant (MA)	13	N/A
Surgical Technology (ST)	14	N/A
Dental Assistant (DA)	14	N/A
Magnetic Resonance Imaging – (MRI) (Distance Education)	15	N/A
AAS in Diagnostic Medical Sonography (DMS AAS)	15	Language 1300 Math 1300
AAS in Magnetic Resonance Imaging (MRI AAS)	15	
AAS in Occupational Therapy Assistant (OTA AAS)	16	
AAS in Physical Therapist Assistant (PTA AAS)	16	

If the number of applicants is higher than the number of seats available for the program, students are placed on a waiting list based on the highest total score.

The applicant may take each of the Wonderlic SLE and WAST tests required for admission to a program up to three (3) times initially. If the applicant does not achieve a passing score on the required tests after three (3) attempts, the applicant must wait three (3) months before retaking the failed test(s). After the three (3) month waiting period, the applicant may take the failed Wonderlic SLE and WAST test(s) up to three (3) more times.

If the applicant does not achieve a passing score after these three (3) attempts, the applicant must wait one (1) calendar year before retaking all of the Wonderlic SLE and WAST tests required for admission to the program. The

² Evaluations that certify equivalency to US education must be submitted within seven (7) calendar days after program start date.

applicant will be allowed to take each of the Wonderlic SLE and WAST tests up to three (3) times after the one (1) calendar year waiting period. If the applicant does not achieve a passing score on each of the required test(s) after these three (3) attempts, the applicant will not be able to take the Wonderlic SLE and WAST tests again for admission to a program at the college.

Applicants will only be admitted to the Associate Degree programs without taking the WAST tests administered at the college if they present to the college a transcript of record showing completion of a baccalaureate degree or higher at an accredited school.

Associate Degree Applicants

- Meets the minimum admission policies, as described above in this catalog, including Distance Education/Blended Program requirements.
- Each applicant must meet with members of the Interview Team. The members of the Interview Team will use a Candidate Interview Form and award selection points for the applicant's responses to the questionnaire and in the interview.
- Selection points are also awarded for the admissions testing scores on the WONDERLIC SLE and WAST examinations.
- Total selection points are calculated from the admissions testing scores, interview and questionnaire. Applicants are ranked based on the total score.
- Applicants who have met the minimum admission requirements for an associate degree program and who have the highest selection ranking will be accepted for admission to the current cohort. Should an opening occur, the applicant who has the next highest number of combined points may be accepted for admission. If there are more than the required number of individuals qualified for admission in a given cohort, those who are not admitted to the current cohort will be considered for admission into a subsequent cohort.

In addition to the general admissions standards described above, all programs require candidates to have particular physical and cognitive tasks in order to meet the technical standards of the profession:

- Sufficient motor functions to perform basic life support, transfer and position patients, position and operate health care equipment, and the capability to manipulate multiple objects simultaneously.
- Sufficient sensory and observation abilities in order to differentiate subtle variations in color, shape, and texture, observe patients from a distance or close at hand, hear audio and see visual alarms, and read various forms of documentation.
- Applicants must be able to perform the essential functions of the profession and meet the standards of the curriculum.

PHYSICAL THERAPIST ASSISTANT PROGRAM ADMISSIONS

The Physical Therapist Assistant (PTA) program admits twenty-eight (28) students plus alternates three times per year. The admitted and alternate seats in Module 1, General Education classes, are offered to the applicants with the highest selection ranking with points earned from placement testing scores, interviews, and a graded essay.

The PTA program is limited to a maximum of 24 students progressing from Module 1 to Module 2 classes, which begins the technical study phase of the program (students repeating Module 2 classes are not included). Should any of the 28 PTA students admitted to Module 1 fail a class or withdraw from the program, the available seat in Module 2 is offered to the alternate who meets all progression requirements and has the highest average grades in all Module 1 classes.

PTA program alternate students who are not offered a seat in Module 2 but pass all Module 1 classes with a grade of 75% or higher, are guaranteed admission to Module 1 in the next available cohort. Students who do not pass all Module 1 courses with a 75% or higher may re-apply to the program.

Students admitted to the PTA program complete all Module 1 courses in a distance education format. Once students begin technical study in Module 2, all courses are taught on-campus in a paperless classroom that requires each student to have daily access to a personal computer that meets all of the requirements for distance education.

BACKGROUND CHECKS

The background check is initiated upon the start of the program. Students of CBD College are advised that hospitals and outpatient clinics typically require that students submit to background checks and receive appropriate clearance before they will be permitted to participate in clinical rotations at those institutions. Students who do not receive appropriate clearance may be unable to fulfill their academic requirements at CBD College, and therefore may not be able to complete their educational program. If you know of anything in your background check that may prevent you from taking the licensure/certification exam, we advise you to inform an admissions representative prior to enrolling in any program of study.

Any felony or certain misdemeanor convictions may prevent the student from being accepted by externship or clinical sites, as well as obtaining certification/licensure upon graduation, which may prevent the student from obtaining gainful employment.

Note: If you have been convicted, found guilty of, or pled nolo contendere to any crime (felony or misdemeanor), other than a speeding or parking violation, you MUST seek clarification from the prospective board(s) (DMS at www.ardms.org, PTA at <https://www.fsbpt.org> and <http://www.ptbc.ca.gov>, OTA at <http://www.nbcot.org/>, PhT at <http://www.pharmacy.ca.gov/>, ST at <https://www.nbstsa.org/>, DA at <http://www.dbc.ca.gov/>) as to your eligibility to apply for Board examination. Students who wish to sit for the CCI examination must seek clarification from CCI at www.cci-online.org.

DOCUMENTED DISABILITIES

CBD College complies with ADA Standards to provide overall program accessibility throughout its campus for persons with disabilities. If a student is aware of or suspects there is a reason that may interfere with his/her ability to complete program requirements, for which the student requires an accommodation from the school, he/she should contact the Dean of Education or Chief Operating Officer at least six weeks before the program begins and must provide appropriate documentation from a licensed healthcare provider. Accommodations are not provided retroactively. Appropriate actions are facilitated by timely requests. Reasonable requests for appropriate accommodations in the didactic/theory portion of the program will be attempted and all requests will be held in confidence. CBD College is unable to provide accommodations that would result in a fundamental alteration of the school's program.

TRANSFER STUDENTS

TRANSFER STUDENTS; EVALUATION OF TRANSFER CREDIT

CBD College reserves the right to deny or accept transfer of credits at its sole discretion. Students previously enrolled in any college accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may submit their records to CBD College for review. The following Associate level degree program are eligible for transfer credit consideration: OTA, PTA and MRI. Residency is defined as coursework completed at the College, not including transfer credit. A minimum of 25 percent of academic credits must be completed in residence. CBD College evaluates prior coursework for credit for general education and non-core coursework. 100% of core coursework must be completed at the College.

CBD College will evaluate prior credit for students receiving VA benefits, grant credit as appropriate, notify the student of the evaluation, and adjust the program hours accordingly.

The acceptance of any credits may affect the amount of financial aid eligibility at CBD College. Therefore, all students requesting transfer of credit are encouraged to meet with a Financial Aid representative to be advised on how their particular transfer of credit request may affect their eligibility. If the credits are granted, the tuition will be prorated and reduced based on the number of transferable credits granted. The cost of textbooks may be reduced based on the approval of transfer credits. CBD College does not charge any fees for the review of or granting of transfer of credits. Students requesting to have their previously earned credits reviewed must provide officially sealed transcripts and course outlines to their admissions representative prior to the start date. The admissions representative will submit the documents to the Chief Academic Officer/Dean of Education, who will review and provide a written result of the review to the admissions representative.

The student must have a minimum passing grade of C or higher on all credits to be reviewed/transferred. Any late submission will not be accepted, and no credit(s) will be given. The College's administration reserves the right to evaluate special circumstances.

Credit Transfer "IN" Requirements

- General Education (GE) course's objectives and clock hours of transferable course(s) must be similar to what CBD College offers.
- Psychology Courses transferred must have been completed within the last five (5) years, and non-science general education credit must have been completed in the last ten (10) years.

Transferable Courses

for PTA / OTA:	for MRI:
<i>English 100</i>	<i>English 100</i>
<i>Math 100</i>	<i>Math 100</i>
<i>Medical Terminology 100</i>	<i>Medical Terminology 100</i>
<i>Psychology 100</i>	

Transfer "IN" Procedure:

Student will complete the Transfer Credit Form provided by the Admissions Department and submit it with the following documentation:

- Transcripts in an officially sealed envelope (transcripts must describe the courses taken, with grades achieved and actual number of hours completed by category-theory/lab/clinical).
- School catalog or similar document containing the course description, objectives and hours required for the course by category (theory/lab/clinical).
- The student will be advised of the school's decision prior to the start date.

Advanced placement

CBD College does not provide credit based on achievement tests, challenge examinations, or experiential learning.

Credit Transfer "OUT" Procedure:

If a student chooses to transfer to another school, CBD College will provide an official transcript, syllabi and/or course outlines upon the student's request, which must be requested at the front desk in-person, via email or phone. All required document(s) will be provided by the College within five (5) business days.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CBD College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CBD College to determine if your credits, degree, diploma or certificate will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreements with any other college or university.

READMITTED STUDENTS (Into diploma programs DA, MA, MRI, PhT & ST)

To be considered for readmission to CBD College, former students must provide a detailed written explanation to the Dean of Education of the conditions that caused the original withdrawal or termination and demonstrate how

those conditions have been resolved so that they can successfully continue the program of study. Applicants for readmission must complete the full admissions process and will be evaluated by an instructor and/or Program Director to assess retained skills. Only one re-admission request will be considered and may be allowed. A final decision will be made by a Re-Enrollment Committee.

Readmission Requirements:

- Have a cumulative overall GPA of at least 2.0 in the theory courses;
- Meet Admissions requirements.

Readmission Procedure:

- Provide a detailed written explanation to the Dean of Education explaining the conditions that caused the original withdrawal or termination, and how those conditions have been resolved so that a student can reliably and successfully continue the program of study;
- Complete the admissions process;
- Retake and pass the entrance examination, if over a year from the date of exam;
- Be evaluated by an instructor and/or Program Director to assess retained theory and clinical/lab skills;
- Be approved by Re-Enrollment Committee.

Students who have been approved for readmission by the Re-Enrollment Committee will be readmitted on a space available basis. Readmitted students will be evaluated qualitatively only on the work completed while at the College.

The maximum time frame will be reduced for transfer/readmitted students based upon the remaining length of the program in which they enroll. Tuition will be pro-rated based on the length of the program. Each student will need to meet with Financial Aid to determine Title IV aid eligibility, as eligibility may be reduced based on transfer credit.

READMITTED STUDENTS (Into AAS programs DMS, MRI, OTA & PTA)

Readmission Requirements:

- Any student whose education is interrupted must re-apply to CBD College and meet all current admissions requirements for their chosen program.
- CBD courses with a GPA of at least 2.0 (75%) will be accepted towards readmission. Any courses below a 2.0 (75%, "C") from the prior admission must be retaken. A student applying and accepted for readmission will join the next cohort during the course/Module in which they failed the course.
- Have a "pass" grade in all prior clinical education courses.

Readmission Procedure:

- Provide a detailed written explanation to the Dean of Education explaining the conditions that caused the original withdrawal or termination, and how those conditions have been resolved so that a student can reliably and successfully continue the program of study;
- Complete the admissions process;
- Retake and pass the entrance examination, if over a year from the date of exam;
- Be evaluated by an instructor and/or Program Director to assess retained theory and clinical/lab skills and pass the re-admission examinations described below;
- Only one re-admission request to a program will be considered and may be allowed.

PTA Program Progression

The Physical Therapist Assistant (PTA) program curriculum is cumulative and sequential with success in achieving the expected outcomes in any module being dependent upon retaining the knowledge, skills and behaviors learned in prior modules. If for any reason an admitted PTA program student fails to progress consecutively through all modules, they are allowed one (1) opportunity for a module repeat, program re-entry, or program re-admission.

Any repeat, re-entry, or re-admission student who has a second failure to progress in consecutive modules is dismissed from the program.

Module repeat is offered to technical study students in Module 2, 3, 4 and 5 who do not meet the minimum progression requirement and want to immediately repeat the Module. Module repeat is only available to continuing students with no more than fourteen (14) consecutive days of absence. Students in Module 5 have one (1) opportunity to repeat either PTA 500 Clinical Experience II or PTA 520 Clinical Experience III.

Program re-entry or re-admission is offered to students who fail to progress in technical study Modules 2, 3, 4 or 5, do not meet the requirements for module repeat, and can demonstrate that sufficient circumstances have changed to allow successful completion of the program. Re-entry occurs within 6 months allowing the student to graduate within 150% of the standard program timeframe. Re-admission must occur within 12 months of leaving school. Those who want to return to the PTA program after 12 months must apply for re-admission to PTA technical study and complete all PTA courses in Modules 2, 3, 4 and 5, regardless of prior PTA course completion.

The re-entry and re-admission process begins with a written request to the Dean of Education. The request should include an understanding of the factors that resulted in being dropped from school and a description of circumstances that will assure success if allowed re-admission to the PTA Program. A three-member re-admission committee will interview the candidate, review all relevant materials, and determine if the opportunity to re-enter will be granted. If re-admission is permitted, the candidate is required to demonstrate competency in all previously passed Module 2, 3 or 4 PTA courses. Students applying for re-admission should begin the process at least 90 days prior to the anticipated module start.

Competency Testing is the process used to assure students who have been away from school have the prerequisite skills and knowledge needed for success in future modules. Competency testing is required for any student who does not attend PTA classes for more than 17 weeks, or the length of one module. Competency testing must be completed during the Module immediately prior to program re-entry or re-admission for all previously passed PTA courses in Module 2, 3, & 4. Competency may be demonstrated in one of three ways: Module Retake, Module Audit, or Independent Study.

- Module Retake: Register and pay to retake all courses in a previously passed module. The earned grade for a retake course is recorded in the student's academic record.
- Module Audit: Attend classes and fully participate in all lectures, labs, assignments, quizzes and exams to earn a 75% or higher cumulative course grade. CBD College does not charge re-admission students to audit a module and no grades are recorded.
- Independent Study: Self-study the course materials to prepare and sit for a cumulative written, and when appropriate, a skills-based final examination. This option allows a maximum of 3 attempts per exam to demonstrate competency with a score of 75% or higher. Completion of all required competency testing is required 7 days prior to the anticipated start date.



FINANCIAL INFORMATION

PROGRAM TUITION AND FEES

Program	Tuition	Registration Fee*	CPR	Background Check	Books/ Handouts	Uniforms/ Tools/ Exam/ Membership	STRF*	TOTAL
Dental Assistant (DA)	\$15,030.00	\$75.00	\$60.00	\$50.00	\$302.00	\$80.00	\$0.00	\$15,597.00**^
Medical Assistant (MA)	\$14,996.00	\$75.00	\$60.00	\$50.00	\$296.00	\$120.00	\$0.00	\$15,597.00**^
Magnetic Resonance Imaging (MRI)	\$9,263.00	\$75.00	\$0.00	\$50.00	\$500.00	\$80.00	\$0.00	\$9,968.00**^
Pharmacy Technician (PhT)	\$11,916.00	\$75.00	\$60.00	\$50.00	\$297.00	\$80.00	\$0.00	\$12,478.00**^
Surgical Technology (ST)	\$24,928.00	\$75.00	\$60.00	\$50.00	\$572.00	\$390.00	\$0.00	\$26,075.00**
ST Year 1	\$14,760.00	\$75.00	\$60.00	\$50.00	\$572.00	\$80.00	\$0.00	\$15,597.00^
ST Year 2	\$10,168.00	\$0.00	\$0.00	\$0.00	\$0.00	\$310.00	N/A	\$10,478.00
Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS)	\$40,500.00	\$75.00	\$60.00	\$50.00	\$1,275.00	\$200.00	\$0.00	\$42,160.00**
DMS AAS Year 1	\$16,200.00	\$75.00	\$0.00	\$50.00	\$1,275.00	\$120.00	\$0.00	\$17,720.00^
DMS AAS Year 2	\$16,200.00	\$0.00	\$60.00	\$0.00	\$0.00	\$80.00	N/A	\$16,340.00
DMS AAS Year 3	\$8,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$8,100.00
Associate of Applied Science in Magnetic Resonance Imaging (MRI AAS)	\$30,872.00	\$75.00	\$60.00	\$50.00	\$700.00	\$360.00	\$0.00	\$32,117.00**
MRI Year 1	\$15,368.00	\$75.00	\$60.00	\$50.00	\$700.00	\$80.00	\$0.00	\$16,333.00♦
MRI Year 2	\$15,504.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00	N/A	\$15,784.00
Associate of Applied Science in Occupational Therapy Assistant (OTA AAS)	\$47,880.75	\$75.00	\$60.00	\$50.00	\$1,618.25	\$310.00	\$0.00	\$49,994.00**
OTA AAS Year 1	\$23,097.20	\$75.00	\$60.00	\$50.00	\$1,618.25	\$310.00	\$0.00	\$25,210.45^
OTA AAS Year 2	\$24,783.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$24,783.55
Associate of Applied Science in Physical Therapist Assistant (PTA AAS)	\$47,886.00	\$75.00	\$60.00	\$50.00	\$1,498.00	\$366.00	\$0.00	\$49,995.00**
PTA AAS Year 1	\$23,985.60	\$75.00	\$60.00	\$50.00	\$1,498.00	\$446.00	\$0.00	\$26,114.60♦
PTA AAS Year 2	\$23,880.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$23,880.40

*Non-refundable. *STRF = \$0.00 for every \$1,000 rounded to the nearest \$1,000 **Estimated schedule of total charges for the entire program and *the current period of attendance (which is same for DA, MA & PhT programs).

The student may incur additional non-institutional charges, such as, but not limit to traveling, parking, Drug Screening, detailed Background check, Physical Examination, if required by the clinical/externship site. The cost is the responsibility of the individual student.

Additional Fees, as applicable: Official Transcript \$5.00, Return Check Fee \$25.00

CBD College does not charge additional or specialized fees for participation in distance education courses.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

TUITION AND SCHOLARSHIP POLICY

Tuition is charged in accordance with the program in which you are enrolled. The school is currently approved to offer federal financial aid. For those who qualify, Pell Grants, Cal Grants or other forms of federal financial aid may be available to cover the cost of tuition, fees and materials. If students do not qualify for federal grants, they may be able to secure other options. To learn more, contact our Financial Aid Officers.

Currently the College does not offer a formal scholarship program. However, institutional personnel are familiar with public funding sources and their requirements. Financial Aid personnel will provide this information to students interested in financial assistance.

PAYMENT PLANS

CBD College accepts **CREDIT CARDS** (except AmEx), **CHECKS** or **MONEY ORDERS payable to CBD COLLEGE** as the methods of student payment.

Tuition payments should be made via check, money order or credit card. Recurring payments can also be scheduled with the student's authorization to withdraw the payment amount from his/her account each billing period. Checks that are returned for insufficient funds will be assessed a \$25 fee. If tuition payments by check are returned more than once for insufficient funds during enrollment, all future payments must be paid by money order. Payment of tuition as listed on the Schedule of Payments is due and payable on the first day of every month. Payments not made within five (5) business days of the scheduled due date may be subject to a late charge.

PAYMENT COLLECTION

The school will make any efforts to collect tuition/institutional charges due while the student is at school. If no payment is received thirty (30) days after payment is due, the student may be removed from class and not be allowed to attend school until all payments are current. The College will not provide grade or attendance reports for students with outstanding balance. The College will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current. The College does not utilize third-party collection services to collect outstanding balances.

FEDERAL AND STATE STUDENT AID GENERAL INFORMATION

The U.S. Department of Education/California Student Aid Commission sponsor the following major student financial aid programs approved for Community Based Education & Development / CBD College for which you may apply to determine your eligibility:

- | | |
|--|----------------------|
| ○ Federal Pell Grants | ○ Subsidized Loans |
| ○ Federal Work Study | ○ Unsubsidized Loans |
| ○ Federal Supplemental Education Opportunity Grant | ○ Parent PLUS Loan |

The School is approved to accept and administer benefits through the California Veterans Administration (CalVet) and the Workforce Investment Act (WIA).

To apply for Federal Financial Aid, students must create an FSA ID at www.fsaaid.ed.gov and submit the Free Application for Federal Student Aid by visiting www.fafsa.gov. To apply for federal loans, please visit www.studentloans.gov. For more information on VA educational benefits visit: www.cbd.edu/vabenefits.

The Federal Institutional Code for CBD College is **032503**.

The following programs are available at CBD College for those who qualify.

Federal Pell Grants - are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. There is a lifetime limit of 600% eligibility for these grants. The grant amount is determined based on financial need and is calculated based on EFC (This number results from the financial information you provide in your FAFSA).

Federal Supplemental Education Opportunity Grant - awarded to undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.

Federal Work Study - provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses.

Direct Subsidized Loans – awarded to undergraduate students who have financial need; U.S. Department of Education generally pays interest while student is in school and during certain other periods. Please visit www.StudentAid.gov/interest for the latest information on interest rates. Borrowers may not receive this type of loan for more than 150% of the length of their program of study; the U.S. Department of Education may stop paying interest if the student who received Direct Subsidized Loans for the maximum period continues enrollment.

Direct Unsubsidized Loans – Financial need is not required; borrower is fully responsible for paying the interest regardless of the loan status. The Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan. Please visit www.StudentAid.gov/interest for the latest information on interest rates.

Direct PLUS Loans - For parents of dependent undergraduate students; borrower is responsible for all interest; financial need is not required. Please visit www.StudentAid.gov/interest for the latest information on interest rates.

Private Educational Loans - In case students are not eligible for free or lower-cost Title IV federal or state aid, students have the option of applying for private education loan in place of, or in addition to federal and state aid. Students are strongly encouraged to pursue the availability of free or lower-cost financial aid with the school's financial aid office. Students are encouraged to review each lender's terms and conditions before selecting a lender. All students considering borrowing student loans need to understand the differences between federal student loans and private student loans. The Borrowers must review and compare the terms, interest rates, associated fees and repayment options before accepting the loan. The terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.

Students should contact the financial aid office to discuss their options.

To receive aid from federal programs the student must:

- Demonstrate financial need
- Have a high school diploma or General Education Development (GED) certificate or state recognized equivalent
- Be enrolled as a regular student in an eligible program
- Be a U. S. citizen or eligible noncitizen
- Have a valid Social Security Number
- Maintain satisfactory academic progress
- Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any college or institution
- Register with the Selective Service (males between ages 18-26)
- Provide required documentation for the verification process and determination of dependency status
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs
- Not have exceeded the Lifetime Eligibility Limit (LEU) for Federal Pell Grant

The students must reapply and renew the FAFSA every year by the announced deadline. The student's circumstances will be evaluated every year for continued eligibility.

All students are required to maintain satisfactory academic progress to remain eligible for financial aid. Satisfactory progress is computed on a cumulative basis every module, at any given midpoint/payment period, and at the end of the program. Satisfactory academic progress is determined using a qualitative component, based on cumulative GPA, and a quantitative component, which consists of a pace of progression, as well as a maximum timeframe by which a student must complete his or her program.

SAP evaluations for financial aid eligibility are conducted at the end of each payment period. To be eligible to meet satisfactory academic progress, a student must attend at least 90% of the scheduled didactic class hours on a cumulative basis during each evaluation period.

All students are required to maintain satisfactory academic progress to remain eligible for financial aid. Satisfactory progress is computed on a cumulative basis every module, at any given midpoint/payment period, and at the end of the program. Satisfactory academic progress is determined using a qualitative component, based on cumulative GPA, and a quantitative component, which consists of a pace of progression, as well as a maximum timeframe by which a student must complete his or her program. SAP evaluations for financial aid eligibility are conducted at the end of each payment period.

To be eligible to meet satisfactory academic progress, a student must attend at least 90% of the scheduled didactic class hours on a cumulative basis during each evaluation period.

Please refer to CBD College's SAP Policy for more details.

There are two disbursements for payments of tuition and fees per academic year. The first Grant and Loan disbursements are made on or after 30 days of school attendance. The second disbursements are made on or after the midpoint of the program of study. The student's loan/grants proceeds will be applied to the student's account for tuition and fees. Any remaining proceeds will be paid to the student or to parents by check, if parents qualify or for a Direct PLUS loan.

STUDENT LOAN COUNSELING

Prior to first disbursement of federal loans, all first-time borrowers of a Federal Direct Loan will be required to complete Entrance Counseling, which will provide comprehensive information on the terms and conditions of the loans and of the borrower's responsibilities.

All students will be required to complete Exit Counseling before they graduate or withdraw. Exit Counseling will help students calculate anticipated monthly repayment amount, choose repayment plan options and will provide other important information.

Students who will borrow Direct Loans will be required to repay the loans plus the interest regardless of the loan status. If a student withdraws, a refund calculation will be completed, and funds will be returned to federal programs in the order required by USDE. The interest rates for federal student loans are determined by federal law. The interest rate varies depending on the loan type and (for most types of federal student loans) the first disbursement date of the loan. To calculate a sample loan repayment schedule, please refer to the following link.

<https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator>

All Federal Student Aid Information is being reported to the National Student Loan Data System (NSLDS) and is accessible by guarantee agencies, lenders and schools determined to be authorized users of the data system. The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data by visiting www.nsls.ed.gov.

BOOKS

The cost of all books and supplies are included in the total program price. All students have an option to opt-out of an arrangement that includes the cost of books and supplies in the total program. Should this option be chosen, students will be required to provide proof of purchase of ALL books and supplies by the cancellation date as noted in the Enrollment Agreement. Should they choose not to opt out, students will receive all applicable books and supplies no later than the 7th day of the payment period.

CANCELLATION/REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first session or the seventh (7) calendar day after enrollment, whichever is later. After the end

of the cancellation period, you also have the right to stop school at any time; you have the right to receive a pro rata refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: CBD College, Admissions Office, 3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. Cancellations due to denial of an applicant: If an applicant is denied enrollment by the institution, or if a prospective international student has his/her visa application denied, a full refund of all tuition and fees paid will be made to the applicant.
7. Cancellations due to program cancellation: If the institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
8. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a registration or administration fee not to exceed \$75.00.
9. Cancellation after the start of class: The policy for students who cancel after the start of the class are stated in the foregoing No. 1 of this section.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Should you decide to withdraw from the program, you will need to provide a notice of withdrawal at the following address: CBD College, Records Officer, 3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010. This can be done by mail, e-mail (recordsoffice@cbd.edu) or by hand delivery.

The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

The written notice need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive calendar days, or failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. Clock hour programs: The amount owed equals the hourly charge for the program

(total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours attended or scheduled to attend, prior to withdrawal. Quarter Credit programs: The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

RETURN OF TITLE IV FUNDS POLICY

Federal regulations (34CFR668.22) specify how CBD College must determine the amount of Title IV program assistance that the student earns if he or she withdraws from school. The Title IV programs CBD College participates in that are covered by this law are: Federal Pell Grants, Direct Loans, PLUS Loans, Federal Work Study and Federal Supplemental Education Opportunity Grants (FSEOG).

When a student withdraws during his/her payment period, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on his/her behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period, the student earns 30% of the assistance originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

For a clock-hour program, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period as follows:

For a credit-hour program, the percentage of the period completed is determined by dividing the number of calendar days completed in the payment period or period of enrollment, as of the day the student withdrew, by the total number of calendar days in the same period. The number of calendar days in the numerator or denominator includes all days within the period, except for institutionally scheduled breaks of five or more consecutive days. Days in which the student was on an approved leave of absence would also be excluded. The day the student withdrew is counted as a completed day.

If the student did not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CBD College must get the student's permission (or parent's permission in the case of a PLUS Loan) before it can disburse them. The student may choose to decline some or all of the loan funds so that additional debt is not incurred. CBD College may automatically use all or a portion of the post-withdrawal disbursement (including loan funds, if acceptable by the student) for tuition and fees.

For all other school charges, CBD College needs the permission of the student to use the post-withdrawal disbursement. If the student (or parent in the case of a PLUS Loan) does not give permission and there are

additional post withdrawal funds, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student debt at the school. CBD College must also get the student's permission (or the parent's permission in the case of a PLUS Loan) before it can disburse directly to the student any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before the student withdraws, the student will not receive any FDLP funds that he/she would have received had enrollment continued past the 30th day.

If the student receives (or CBD College or parent on the student's behalf) excess Title IV program funds that must be returned, CBD College must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

CBD College must return this amount even if it did not keep this amount of the student's Title IV program funds.

If CBD College is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with CBD College or the Department of Education to return the unearned grant funds.

The Title IV funds are returned in the following order:

1. Unsubsidized Federal Stafford Loans	4. Federal Pell Grants
2. Subsidized Federal Stafford Loans	5. FSEOG (Federal Supplemental Educational Opportunity Grant)
3. Federal PLUS Loans	6. Other Funds

The requirements for Title IV program funds when the student withdraws are separate from any refund policy of CBD College. Therefore, the student may still owe funds to CBD College to cover unpaid institutional charges. If the student does not already know what CBD College's refund policy is, the student can ask the Financial Aid department for a copy. Examples indicating how Title IV refunds and institutional refunds work are available from the Financial Aid Department. The Financial Aid Department can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243), TTY users may call (800) 730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the date that the student provided to the institution, in writing or orally, of his or her intent to withdraw. If the student dropped without notifying the institution, or did not return from an approved leave of absence, the withdrawal date is the last date of academic attendance as determined by the institution's attendance records.

NOTE: A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that, if he or she does not return from an approved leave of absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is set retroactively to his or her last date of attendance.

DISTANCE EDUCATION

Technical support is available Monday through Friday, 9am-5pm PST. For assistance please contact: Kristen Chamberland at kristen@cbd.edu or Randall Sansom at randall@cbd.edu or call (213) 427-2200.

The instructor's response to, or evaluation of, each student's lesson, assignment, project, etc. is returned to the student typically within forty-eight hours (excluding holidays and scheduled breaks).

CBD College does not charge additional or specialized fees for participation in the MRI diploma distance education program.

ATTENDANCE (DISTANCE EDUCATION)

For distance education courses there are five general categories of activities of attendance with uniform weight across all programs: Live Sessions (25%), Research and Reading (17%), Discussion Forums (17%), Assignments (33%), Quizzes and Exams (8%). In the student Learning Management System (LMS), each attendance earning activity is assigned to one of these categories of attendance. When a student completes at least one activity in a given category, he/she earns the associated percentage of attendance minutes available in the given course week. Activity completion in the LMS is determined by different criteria depending on the type of activity, but always involves a student action. Course activities are designed and constructed to meet the clock hour expectations of each activity type in accordance with the CBD Learning Model and the course curriculum map.

An assignment or activity, no matter when it is completed during the module, will count for attendance and will register a new Last Attended date on the day it was completed.

Midterm and Final Exams are a special case: because of their summative nature, students are expected to spend time in the week prior to exams on extra study, contemplation, and preparation compared to a quiz. Therefore, these activities count as research, application, reflection, and feedback in the weeks they appear, and are weighted accordingly to account for 58% of the attendance minutes in that week.

EXAMPLE WEEK BREAKDOWN:

RESEARCH= 17% week

Read Chapter XX (eTextbook)

WK 1: Knowledge Check Quiz (30 min of 3hrs course)

DISCUSS= 42% week (includes Discussion Forums & Live Sessions)

WK 1: Discussion Forum Open Forum (30 min of 3hrs course)

WK 1: Live Session Zoom meeting or archive (45 min of 3hrs course)

APPLY AND REFLECT= 33% week

Assignments (60 min of 3hrs course)

FEEDBACK= 8% week

WK 1: Weekly Quiz (15min of 3hrs course)

TOTAL: 180 minutes of attendance for the week

ASSIGNMENTS POLICY (DISTANCE EDUCATION)

Submitting all assigned work in each course is critical for successfully completing distance education courses.

Assignments are due at the time and date specified in the assignment. Anything that is graded within a course is due by 11:59:59 PM PT and is one (1) day late if it is submitted at 12:00:00 AM PT the following day.

LATE ASSIGNMENT POLICY (DISTANCE EDUCATION)

All late work must be submitted within three (3) days of the assignment due date. For any work that is one (1) class day late, the maximum possible grade value will decrease to 90% of original value; if two (2) class days late, the maximum possible grade value will decrease to 80% of original value; if three (3) class days late, the maximum

possible grade value will decrease to 75% of original value. Credit may not be given for any assignment if it is more than three (3) class days late.

Should a student turn in any assignment past the end of the session, no credit will be given.

UNITS OF CREDIT

All programs at CBD College are clock hour programs, with the exception of the Magnetic Resonance Imaging diploma program (distance education), that operates on quarter credit hours and consists of 3 15-week and 1 10-week modules. The academic year consists of a minimum 30-week period.

For the MRI Diploma program, all subjects are evaluated in terms of quarter credit hours. One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum. The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of lecture}/10) + (\text{hours of lab}/20) + (\text{hours of practicum}/30)$ and rounded down to the next lowest half or whole number. For all on-ground courses, a minimum of 50 minutes of instruction is delivered for every 60 minutes of scheduled class time.

For our online courses, the credit hour awards are calculated using a method that includes the documentation of presentations, lectures/teaching notes and guides in pdf format, images, tables and graphs in pdf format, linked videos, quizzes and exams, graded homework (weekly creation of a set of pertinent Questions and Answers). The formula for calculating the number of quarter credit hours for each course is: $(\text{hours of online in-class activities and lecture}/10) + (\text{hours of clinical}/30)$.

For Financial Aid credits, where required by law, the institution uses federally defined clock-to-credit conversion to determine the enrollment status for Financial Aid processing. The conversion formula is: one quarter credit hour is equal to at least 25 clock hours of instruction, including a minimum of 20 clock hours of classroom or direct faculty instruction. The remaining 5.0 clock hours may include acceptable and documented student work outside of class and/or instructional hours.

ACADEMIC POLICIES/RETENTION

CBD College supports a regularized system for monitoring academic and professional aspects of individual student performance. Although professional aspects are not separate from such academic indicators as grade averages, the latter are monitored by a centralized system that is designed to ensure that exceptionally strong or weak performance will be noticed and will receive timely recognition and attention.

CBD faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to special counseling services when required through the Student Affairs department. All efforts will be made to provide a supportive environment to assist each student in maintaining and continuing the program.

CBD College retention, progression and dismissal policies are composed of requirements outlined below.

STUDENT CONDUCT

Students are expected to follow all the policies and procedures of CBD College and to conduct themselves within the bounds of acceptable behavior at all times. Any infraction of College rules, including improper or unruly behavior, may result in probation, suspension, and/or termination.

ACADEMIC DISHONESTY

Any student who engages in academic dishonesty, including, but not limited to, plagiarizing another person's work; cheating on an examination or assignment; distributing copies of examinations, assignments, or answer sheets to other students; passing off another's work as one's own; and/or aiding one or more other students in committing the same or similar acts of academic dishonesty will be given a grade of zero for the exam or assignment in which the infraction occurred. If a student commits a second (2nd) act of academic dishonesty, he or she will be dismissed from the college. All acts of academic dishonesty will be recorded on a Notice of Deficiency form and placed in the student's permanent academic file. A student may appeal his/her dismissal from the college for academic dishonesty. The appeal must be made in writing to the Dean of Education.

ATTENDANCE

To maintain satisfactory attendance, students may not be absent for more than 10% of hours in any given Module. Attendance will be monitored on a continuous basis and calculated every module. Students not meeting 90% of attendance during any given module, excluding clinical/externship courses (see clinical attendance below), must make up missed hours within two (2) weeks, or before the end of the course/module, whichever occurs first.

Students who have been absent from classes for fourteen (14) consecutive calendar days (excluding scheduled breaks between modules) will also be dropped from the training program. Special consideration will be given to students with extenuating circumstances such as illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Dean of Education and/or COO.

TARDINESS/EARLY DEPARTURES

CBD College considers a student late or an early departure if he/she arrives after a class starts or leaves before the end of the class.

Students arriving late for classes or leaving the classroom early will receive a tardy in their records. Students returning back from breaks late will also be considered late and receive a tardy.

MAKE-UP WORK

Make-up hours must be completed in order to advance to the next Module. Non-made-up time may result in termination from the program.

Students are responsible for all work missed as a result of an absence. Make-up work will be scheduled and arranged between the student and the instructor and should be completed within two (2) weeks, or before the end of the course/module, whichever occurs first.

Any student who has been absent is required to meet with the theory instructor to obtain the written assignment to be completed at school, after class hours.

LEAVE OF ABSENCE

Occasionally, circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Examples of approved LOA circumstances include, but are not limited to, documented family emergency, serious illness, active military duty or other extenuating reasons, which are unlikely to reoccur. Students who find it necessary to take a leave of absence must submit an electronically signed and dated written request to the Records Officer. A student must request a leave of absence in advance of the start date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe (14 consecutive calendar days, holidays and scheduled breaks excluded) consistent with the institution's consecutive absence policy, he or she will be dropped.

The electronically signed written request must outline the circumstances and duration of the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. If the student is a Title IV loan recipient, the College will provide an explanation to the student, prior to granting the LOA, the effects that the student's failure to return from LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

A leave of absence may not exceed 180 calendar days in any 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. An approved leave of absence may be extended (by contacting the Records Officer in writing) for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit. The College does not assess the student any additional charges as a result of the leave of absence.

Jury Duty/Court Appearances

Jury duty is a civic obligation that CBD College recognizes as an individual's responsibility to serve when summoned; however, students called to serve should work with officials to defer service until graduation whenever possible.

Students should present their summons or subpoena to the Program Director as soon as possible. Program faculty will work with students to complete any course material missed, if necessary.

Military Leave

CBD College acknowledges the responsibility of men and women to fulfill military service. This policy applies to military absence resulting from service in the uniformed services. Military service (or service in the uniformed services)—service, whether voluntary or involuntary, in the armed forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or fulltime National Guard duty under federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days. This does not include National Guard service under state authority. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice. CBD College has designated the Program Director and/or the Financial Aid Office as points of contact for the student to provide notification of service and notification of intent to return. These notices do not need not follow any particular format. CBD College will promptly readmit a service member with the same academic status as he/she had when last attending the school or accepted for admission to the school. Re-enrollment will be coordinated on a case by case basis with input from the Dean of Education to ensure academic success.

MODULE REPEAT

Repeated modules will appear on the student's transcript, but only the newest grade earned will be included in the calculation of the cumulative grade point average. Attendance in successfully repeated module (s) will replace attendance in a prior unsuccessful attempt. Coursework repeated may adversely affect students' academic progress in terms of the maximum time frame allowed for program completion.

ASSOCIATE DEGREE LEVEL PROGRAMS (OTA, PTA, DMS, MRI)

By failing any one course in the first module (i.e., General Education) of an Associate of Applied Science degree level program, the student fails the entire module resulting in termination from the program. The student may apply for readmission to the program through the admissions process. If the student is admitted to the program, the student must repeat all courses in the first module.

A failed Core curriculum module (i.e., module two and beyond) may be repeated only once. By failing any one Core curriculum course of an Associate of Applied Science degree program, the student fails the applicable module associated with the course. Students are given the option to repeat the entire module (i.e., all courses associated with the module) in order to continue in the program or, alternatively, to withdraw from the program.

DIPLOMA PROGRAMS (ST, MA, PHT, DA)

A failed module may be repeated only once. Students are given the option to repeat the entire module (i.e., all topics/courses associated with the module) in order to continue in the program or, alternatively, to withdraw from the program. In all diploma programs, with the exception of the Surgical Technology program, the failed module will be placed at the end of the remainder of the sequence of modules in the program, but always prior to the externship module. In the Surgical Technology program, a failed ST602: CST Exam Prep course (offered as part of the externship module) may be repeated without repeating the rest of the topics/courses associated with the module.

WITHDRAWAL

Students who wish to withdraw from their training program should contact the Dean of Education. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last

date on which a student attended classes. Both refunds and final grade determinations are based upon last date of official class attendance.

TERMINATION

Students may be terminated by the Program Director/ Dean of Education for any of the following reasons, including but not limited to:

1. Failure to adhere to CBD College's academic and/or clinical externship policies (e.g., ., unsuccessful completion of program requirements, and/or overall GPA below 2.0, attendance, etc.).
2. Endangering the safety of others on campus or in the clinical setting.
3. Failure to comply with CBD College's Student Conduct and Rules, as articulated in the school's catalog.
4. Involvement in any practice that qualifies as academic dishonesty.
5. Vandalism or abuse of campus property and/or clinical equipment.
6. Violation of patient privacy/HIPAA regulations.
7. Use, possession or sale of alcohol, illegal drugs or controlled substances anywhere on school premises or as part of the educational program.
8. Possession of firearms or other weapons on school premises or as part of the educational program.
9. Other incident(s), which may be determined so severe, that they warrant termination.

Students not meeting academic standards and/or who are at risk of termination will be notified in writing and formally advised. During the advising session(s), students will also be informed of the steps and the timeframe necessary, as appropriate, to remediate academic standards deficiencies.

APPEAL PROCESS

Students who wish to appeal a decision that has an adverse impact on their academic standing must submit a letter to the Chief Academic Officer/Dean of Education within five (5) calendar days of the notification of the adverse academic standing. The appeal letter should describe any extenuating circumstances that the student deems may deserve further consideration. Only extraordinary circumstances, which are unlikely to recur, will be considered. The Appeal Committee, comprised of unbiased staff and faculty members, will review all appeals. The student will be provided with a written decision within ten (10) calendar days of the School's receipt of the appeal. The Appeal Committee's decision will be final. Students reinstated upon appeal must meet the terms and conditions set out in the letter granting the appeal.

CLINICAL/EXTERNSHIP EXPECTATIONS

DRUG SCREENING

CBD does not require a drug screening at this time; however, every student must be aware that almost every clinical/externship site requires a drug screening test before starting a clinical experience at their clinic/facility. Exemption: The Surgical Technology and Diagnostic Medical Sonography programs require all students to take a drug screening test prior to beginning of clinical rotation. The drug screening is to be completed during the module directly preceding the clinical/externship portion of the program by the student at any clinic of their choice. The cost is the responsibility of the individual student. The results are to be returned to the Clinical Coordinator in preparation for clinical experience. The decision to move forward in case of Positive drug screening is up to each individual clinic. Students may retake a drug screening test if there is enough time before a start of clinical experience. Positive drug screening may prevent a student from going to clinical site, which will result in removal from the program.

PHYSICAL EXAMINATION FORM

All students enrolled in Surgical Technology, Diagnostic Medical Sonography, Magnetic Resonance Imaging, Physical Therapist Assistant and Occupational Therapy Assistant programs are required to complete and submit the CBD College Physical Examination Form, **duly completed by a physician**, before starting a clinical experience

at their clinic/facility. The physician will examine the student and determine whether he/she holds the capability to perform the expected tasks related to the program of study. This form must be completed by the midterm of the module directly preceding the clinical rotation/externship. An incomplete form will prevent the student from progressing to the Clinical Education portion of the program and may eliminate them from the program. Students enrolled in Dental Assistant program are required to provide a proof of Hepatitis B immunization/vaccination only.

These records will be kept in a student's file in the locked cabinets of the Clinical or Program Coordinator.

This form also serves as evidence that the student has documentation of the required immunizations for MMR, Varicella, Hepatitis B, and Tdap. Students non-immunized may not be accepted by the healthcare facilities for their rotations and therefore will be at risk of not completing all the requirements for graduation.

The physical examination form must also attest that the student has been negatively tested for TB, or has a clear chest x-ray, in case of a positive TB Exam.

Each applicant is responsible for the cost of his/her physical examination. The Background check fee is included in the tuition.

Flu shots

Students may be required, by the clinical sites to which they have been assigned, to get a flu shot. If a student refuses, other options (e.g., wearing a protective mask) are solely up to the specific clinic. Failure to comply with an externship/clinical site's flu prevention policy may place a student at risk of not completing all necessary graduation requirements.

ADDITIONAL EXPENSES

The student may incur additional non-institutional charges, such as, but not limit to traveling, parking, Drug Screening, detailed Background check, Physical Examination, if required by the clinical/externship site. The cost is the responsibility of the individual student.

PROGRAMMATIC CLINICAL ATTENDANCE

Clinical attendance schedule may vary, and the students can be assigned to the weekend and/or evening rotations.

DIAGNOSTIC MEDICAL SONOGRAPHY

Absences

CBD College requires excellent attendance in the clinical setting so that students can get the most from their clinical rotations.

Students are required to attend all clinical work schedules and assignments and adhere to the standards of the practice of Diagnostic Medical Sonography.

Students who miss a clinical assignment are at risk of not meeting their clinical objectives as required. Therefore, clinical absences should only be for emergencies or illnesses that require a student to stay at home, i.e., infectious or communicable diseases that are verified with their instructor. A physician's release is required to return to clinical following three (3) or more consecutive days of absence due to illness/injury.

Commitment and dedication to your clinical experiences are required in order for you to gain the knowledge needed to become competent in the real-life work setting for the Diagnostic Medical Sonographer. Excessive absences will result in Clinical Probation or Dismissal from the Diagnostic Medical Sonography Program.

No more than a total of 1 (one) clinical absence per Module is permitted in the Diagnostic Medical Sonography program.

Students who have not completed all clinical hours will not meet the graduation requirements. Clinical absences will be monitored and enforced according to the following procedures: Students are to notify their clinical instructor at least 1 (one) hour before start of clinical assignment. No call or no show may result in probation or risk of termination.

The clinical instructor will verbally advise the student who misses one (1) clinical day.

Student must complete 100% of clinical hours to be considered eligible for graduation.

Tardiness

The clinical instructor sets the time of arrival to the clinical site. Students are expected to arrive 15 minutes early to any assigned clinical area. A student is considered tardy if he/she arrives 15 minutes after the assigned clinical schedule.

The Clinical Coordinator will advise the student who is tardy for the second time to a clinical rotation.

The third tardy will result in the student being placed on probation. During the probation period, the student will not be allowed to have any further tardies or will be subject to termination.

Making Up Missed Clinical Hours

Any student who has exceeded 1 (one) clinical absence per Module must make up the time prior to the end of the module.

All make-up time will be scheduled by the Clinical Coordinator as soon as possible and before the end of the module. Approval of make-up time will be scheduled at the discretion and clinical needs of the department as determined by the Clinical Coordinator.

Excess time spent in the department without the direct approval of the Clinical Coordinator will not be credited to the students' hours.

In case of a communicable disease, students who exceed 1 (one) clinical absence per Module may be given an incomplete grade and allowed to make-up their time, at the discretion of the Program Director and Clinical Coordinator.

No student will be permitted to take the board exam until all scheduled hours are completed.

OCCUPATIONAL THERAPY ASSISTANT

Prospective employers consider attendance records a good indicator of future employee behavior and typically inquire about the attendance records of the student/graduate. The faculty and fieldwork supervisors consider attendance important because learning rarely takes place if a student is absent, regardless of the reason. Therefore, to satisfactorily complete the performance expectations of the occupational therapy assistant program, the following policies must be adhered to:

Fieldwork

- Students are expected to be present for all clinical experiences.
- If a student is unable to attend, he/she is to phone the facility at least 1 hour ahead of start time and speak with the clinical instructor. The student will also notify the Academic Fieldwork Coordinator (AFWC) at CBD College of the absence and reason.
- Fieldwork attendance will be maintained by the fieldwork educator and reported to the AFWC. Changes in the clinical schedule, including make-up days, must be coordinated and approved by the AFWC, Center Clinical Coordinator of Education (CCCE) or Fieldwork Educator (FWEd).
- Students failing to comply with attendance requirements may be recommended for dismissal from the program.
- Any absence from fieldwork education will need to be made up.
- A release from a physician will be required to return to fieldwork following three (3) or more consecutive days of absence due to illness/injury.

- Children may not attend fieldwork with the parent.
- Students who have not completed all clinical hours will not meet the graduation requirements.
- **LEVEL II FIELDWORK (IIA & IIB):** Level II Fieldwork consists of two full-time eight-week rotations in order to meet ACOTE Standard C.1.13 requirement of a minimum of 16 weeks of fieldwork placement as well as variability of clinical experience. If extraneous or unusual circumstances should arise, the fieldwork may be completed on a part-time basis as long as it is at least 50% of a full time equivalent at that site. In addition, the student can complete the Level II fieldwork in a minimum of one setting if it is reflective of more than one practice area, or a maximum of three different settings.

Tardiness

The AFWC sets the time of arrival to the clinical site. Students are expected to arrive 15 minutes early to any assigned clinical area. A student is considered tardy if he/she arrives 15 minutes after the assigned clinical schedule.

The AFWC will advise the student who is tardy for the second time to a clinical rotation.

The third tardy will result in the student being placed on probation. During the probation period, the student will not be allowed to have any further tardies or will be subject to termination.

Making Up Missed Clinical Hours

Any student who has exceeded their sick time must make up the time prior to the end of the module.

All make-up time will be scheduled by the AFWC as soon as possible and before the end of the module. Approval of make-up time will be scheduled at the discretion and clinical needs of the department as determined by the AFWC.

Excess time spent in the department without the direct approval of the AFWC will not be credited to the students' hours.

In case of a communicable disease, students may be given an incomplete grade and allowed to make up their time, at the discretion of the Program Director and AFWC.

No student will be permitted to take the board exam until all scheduled hours are completed.

MAGNETIC RESONANCE IMAGING

Direct and Indirect Supervision of the clinical student

Direct supervision assures patient safety and proper educational practices and is required until a student achieves competency at a procedure. Direct supervision is defined as student supervision by a qualified magnetic resonance technologist who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or images.

Indirect supervision promotes patient safety and proper educational practices and is required after a student achieves competency at a procedure. Indirect supervision is defined as that supervision provided by a qualified magnetic resonance technologist immediately available to assist students regardless of the level of student achievement.

"Immediately available" is interpreted as the physical presence of a qualified magnetic resonance technologist adjacent to, and generally considered within verbal distance from the room or location where a magnetic resonance procedure is being performed. This availability applies to all areas where magnetic resonance equipment is in use on patients.

ATTENDANCE (number of clinical hours): To maintain satisfactory clinical attendance, students should complete a total of 384 clinical hours by the end of Module II, 768 clinical hours by the end of Module III, and 1152 clinical hours by the end of Module IV.

Special consideration will be given to students with documentable and verifiable extenuating circumstances such as illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Clinical Coordinator and/or Program Director and/or Dean of Education and/or COO. If/when the missed clinical hours cap of 24 hours is reached, the student may be allowed to make up additional missed clinical hours only if the absence was caused by a serious emergency, and upon presentation of official written documentation explaining the absence (e.g., doctor's note), which must be presented to the MRI Director of Clinical Education.

Lost clinical time should be made up as soon as possible, and absolutely before the end of the Module. A student is allowed to miss a maximum of 24 clinical hours in a Module, regardless of the reason for the absence(s). Failure to make up the lost clinical time as conditionally explained above will cause the student to be subject to withdrawal from the Program.

Should the student going to be absent or arrive late at the clinical site where he/she is assigned, the student must contact and inform both the Clinical Site with a phone call and the MRI Clinical Coordinator and/or the MRI Program Director by text message or call at least half an hour before the student's expected clinical starting time. Failure to do so will cause a one letter grade deduction from the student's clinical final grade.

If the student's clinical rotation falls during a holiday, the student is free to voluntarily continue clinical, otherwise it will be responsibility of the student to make up the clinical time lost. Students are expected to attend all clinical assigned times, and an accurate record of the student's clinical attendance, initialized daily by the local MRI Clinical Preceptor, is to be kept current for the duration of the whole Module and Program. Students should be in the clinical setting on days and hours assigned in agreement with the Clinical site and the MRI Clinical Coordinator and/or the MRI Program Director, unless other arrangements are/were made with the Clinical Site and the MRI Clinical Coordinator and/or the MRI Program Director.

Clinical days and hours' distribution during the week may vary according to the Clinical Site and its location/s and must be previously approved by the Clinical Site and by the MRI Clinical Coordinator and/or the Program Director. Once the student has scheduled his/her clinical days and hours in agreement with the Clinical Site where he/she have been assigned, he/she will have to inform the MRI Clinical Coordinator and/or the MRI Program Director by e-mail immediately, specifying in detail their approved clinical schedule in terms of days of the week and hours (from – to) per each day of the week. Any possible change to the student's clinical schedule must be previously accepted and approved by the Clinical Site and also previously reported for approval to the MRI Clinical Coordinator and/or the MRI Program Director.

Tardiness/Early Departures

CBD College considers a student late or an early departure if he/she arrives after clinical starts or leaves before the end of clinical. Students arriving late for clinical or leaving the clinical setting early, will receive a tardy in their records. In order to avoid tardiness, students are strongly encouraged to arrive at the clinical site at least 15 minutes before the expected start of clinical time. Students returning back from breaks late will be also considered late and receive a tardy.

PHYSICAL THERAPIST ASSISTANT

Prospective employers consider attendance records a good indicator of future employee behavior and typically inquire about the attendance records of the student/graduate. The faculty and clinical instructors consider attendance important because learning rarely takes place if a student is absent, regardless of the reason. Therefore, to satisfactorily complete the performance expectations of the physical therapist assistant program, the following policies must be adhered to:

Clinical

- Students are expected to be present for all clinical experiences.
- If a student is unable to attend, he/she is to phone the facility at least 1 hour ahead of start time and speak with the Clinical Instructor. At the same time, the student must notify the Director of Clinical Education (DCE) at CBD College of the absence and reason.
- Clinical attendance will be maintained by the clinical instructor and reported to the DCE. Changes in the clinical schedule, including make-up days, must be coordinated and approved in advance by the DCE, Center Coordinator of Clinical Education (CCCE) and Clinical Instructor (CI).
- Students failing to comply with attendance requirements may be recommended for dismissal from the program.
- A release from a physician will be required to return to clinical following three (3) or more consecutive days of absence due to illness/injury.
- Children may not attend clinical experiences with the student.
- Students are required to complete 100% of clinical hours to be eligible for graduation.

Tardiness

The clinical instructor sets the time of arrival to the clinical site. Students are expected to arrive 15 minutes early to any assigned clinical area. A student is considered tardy if he/she arrives 15 minutes after the assigned clinical schedule.

The DCE will advise the student who is tardy for the second time to a clinical rotation.

The third tardy will result in the student being placed on probation. During the probation period, the student will not be allowed to have any further tardies or will be subject to termination.

Making Up Missed Clinical Hours

All missed Clinical hours must be made up prior to the end of the module.

All make-up time will be scheduled by the DCE as soon as possible and before the end of the module. Approval of make-up time will be scheduled at the discretion and clinical needs of the department as determined by the DCE.

Excess time spent in the department without the direct approval of the DCE will not be credited to the students' hours.

In case of a communicable disease, students may be given an incomplete grade and allowed to make up their time, at the discretion of the Program Director and DCE.

No student will be permitted to take the board exam until all scheduled hours are completed.

DENTAL ASSISTANT, MEDICAL ASSISTANT, MAGNETIC RESONANCE IMAGING, PHARMACY TECHNICIAN & SURGICAL TECHNOLOGY

Absences

CBD College requires excellent attendance in the clinical/externship setting so that students can get the most from their clinical/externship rotations.

Students are required to attend all clinical/externship work schedules and assignments and adhere to the standards of the profession. Students who miss a clinical/externship assignment are at risk of not meeting their clinical/externship objectives. Therefore, clinical/externship absences should only be for emergencies or illnesses that require a student to stay at home, i.e., infectious or communicable diseases that are verified with their Clinical Coordinator or Program Director.

Commitment and dedication to your clinical/externship experiences are required in order for you to gain the knowledge needed to become competent in the real-life work setting. Excessive absences will result in Clinical Probation or Dismissal from the program.

Clinical/externship absences will be monitored and enforced according to the following procedure:

- Students are to notify their Clinical Coordinator or Program Director at least 1 hour before start of clinical/externship assignment. No call or no show may result in probation or risk of termination.
- The Clinical Coordinator or Program Director will advise the student who misses one (1) clinical/externship day.
- Student must complete 100% of clinical/externship hours to be considered eligible for graduation

Tardiness

The clinical instructor/site supervisor sets the time of arrival to the clinical/externship site. Students are expected to arrive 15 minutes early to any assigned clinical/externship area. A student is considered tardy if he/she arrives 15 minutes after the assigned clinical/externship schedule.

The Clinical Coordinator or Program Director will advise the student who is tardy for the second time to a clinical/externship rotation.

The third tardy will result in the student being placed on probation. During the probation period, the student will not be allowed to have any further tardies or will be subject to termination.

Making Up Missed Clinical/Externship Hours

Any student must make up any clinical/externship missed time.

All make-up time will be scheduled by the Clinical Coordinator or Program Director as soon as possible and before the end of the module. Approval of make-up time will be scheduled at the discretion and clinical/externship needs of the department as determined by the Clinical Coordinator or Program Director.

Excess time spent in the department without the direct approval of the Clinical Coordinator or Program Director will not be credited to the students' hours.

In case of a communicable disease, students who exceed their sick time may be given an incomplete and allowed to make up their time, at the discretion of the Program Director and Clinical Coordinator.

No Surgical Technology student will be permitted to take the board exam until all scheduled hours are completed.

SATISFACTORY ACADEMIC PROGRESS

All students are required to maintain satisfactory academic progress to remain eligible for financial aid. Satisfactory progress is computed on a cumulative basis every module, at any given midpoint/payment period, and at the end of the program. Satisfactory academic progress is determined using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a pace of progression as well as a maximum timeframe by which a student must complete his or her program. SAP evaluations for financial aid eligibility are conducted at the end of each payment period.

To be eligible to meet satisfactory academic progress, a student must attend: 1) at least 90% of the scheduled didactic class hours for all clock hour programs, and 2) at least 67% of all quarter credit hours attempted on a cumulative basis during each evaluation period.

A student must maintain the minimum requirements at the midpoint throughout the program. The rate of progress percentage is calculated by dividing the quarter credits or clock hours earned by the quarter credits or clock hours attempted.

Satisfactory academic progress requirements apply to all students whether or not the student is receiving title IV funding.

GRADING SYSTEM

CBD College uses the following scale as its standard grading system.

GRADE PERCENT	GRADE	DESCRIPTION	POINT
90 - 100	A	Excellent	4.0
80 - 89	B	Good	3.0
75 - 79	C	Satisfactory	2.0
0 - 74	F	Fail	0.0
	I	Incomplete	0.0
	W	Withdrawal	**

**No grade points are awarded for "Withdrawal"

QUANTITATIVE COMPONENT

Satisfactory Academic Progress is evaluated at Midpoints (one half of an academic year, which aligns with payment periods).

Program Name	Program Clock Hours	Midpoint I (clock hours)	Midpoint II (clock hours)	Midpoint III (clock hours)	Midpoint IV (clock hours)
DA	900	451	N/A	N/A	N/A
MA	920	461	N/A	N/A	N/A
MRI	58 Quarter Credits (1180 Clock Hours)	36 Quarter Credits (591 Clock Hours)	N/A	N/A	N/A
PhT	720	361	N/A	N/A	N/A
ST	1520	451	901	1211	N/A
DMS AAS	2250	451	901	1351	1801
MRI AAS	1816	453	905	1361	N/A
OTA AAS	1874	453	905	1390	N/A
PTA AAS	1820	457	913	1367	N/A

The student is required to make quantitative progress toward program completion.

PROGRAM BREAKDOWN BY ACADEMIC YEAR

PROGRAM	FIRST ACADEMIC YEAR	SECOND ACADEMIC YEAR	THIRD ACADEMIC YEAR
Dental Assistant (DA)	900 hours / 40 weeks	N/A	N/A
Medical Assistant (MA)	920 hours/41 weeks	N/A	N/A
Magnetic Resonance Imaging (MRI)	58 Quarter Credits (1180 hours) / 40 weeks	N/A	N/A
Pharmacy Technician (PhT)	720 hours /36 weeks	N/A	N/A
Surgical Technology (ST)	900 hours /45 weeks	620 hours /16 weeks	N/A
Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS)	900 hours /45 weeks	900 hours /30 weeks	450 hours/11 weeks
Associate of Applied Science in Magnetic Resonance Imaging (MRI AAS)	904 hours /32 weeks	912 hours /32 weeks	N/A
Associate of Applied Science in Occupational Therapy Assistant (OTA AAS)	904 hours /48 weeks	970 hours /34 weeks	N/A
Associate of Applied Science in Physical Therapist Assistant (PTA AAS)	912 hours /48 weeks	908 hours /33 weeks	N/A

Academic year is defined by CBD College as 900 clock hours / 26 weeks of instructional time for a course of study that measures its program length in clock hours, and 36 quarter credits / 30 weeks of instructional time for a course of study that measures its program length in clock hours.

CBD College offers only “full-time” programs.

QUALITATIVE COMPONENT

A student must pass all modules or courses with a minimum grade of 75% based on a scale of 0 -100%.

Progress is monitored on a monthly/module basis. Students who fail to maintain at least the minimum cumulative GPA (CGPA) will be notified in person during advising sessions. Tutorial assistance will be provided for students experiencing academic difficulties.

INCOMPLETE GRADE

A grade of “I” is assigned when hours or course work are not completed by scheduled completion date. This grade is removed, and a letter grade is assigned when course requirements are met.

MODULE/COURSE REPEAT

All attempted courses/modules will appear on a student’s transcript; grades earned for repeated courses/modules (i.e., the newest grades) will replace the previously earned grades and will be included in the calculation of the student’s cumulative GPA.

WITHDRAWAL GRADE

Students who withdraw from the program will receive a grade of “W” in each course enrolled in at the time of withdrawal. All withdrawal grades are considered to be not successfully completed, and negatively impact satisfactory academic progress.

TRANSFER CREDIT

CBD College documents transfer credit for hours accepted towards program completion noted with a “Credit” on a transcript. Transfer credit is not included in the cumulative GPA.

REMEDIAL COURSES, PROFICIENCY CREDITS, NON-CREDIT COURSES, AND NON-PUNITIVE GRADES

CBD College does not offer proficiency credits, or non-credit courses, but offers non-punitive (pass/fail) grades,

and remedial courses for CBD students.

MAXIMUM TIME FRAME

A student must complete the entire program within 1.5 times the normal completion rate, or within:

- Maximum 54 weeks for the 36-week Pharmacy Technician program
- Maximum 60 weeks for the 40-week Magnetic Resonance Imaging program
- Maximum 61.5 weeks for the 41-week Medical Assistant program
- Maximum 91.5 weeks for the 61-week Surgical Technology program
- Maximum 96 weeks for the 64-week Magnetic Resonance Imaging AAS program
- Maximum 123 weeks for the 82-week Occupational Therapy Assistant AAS program
- Maximum 121.5 weeks for the 81-week Physical Therapist Assistant AAS program
- Maximum 129 weeks for the 86-week Diagnostic Medical Sonography AAS program

The maximum time frame is to be divided into increments, during which a minimum percentage of work is to be completed. The increment is not to be more than one half of an academic year, which aligns with payment periods.

Students may retake portions of the program only if they will fall within the 1.5 times the normal completion time, students who cannot complete the program in 1.5 times the normal completion time will be dropped from the program. Repetitions of coursework are counted as hours attempted. The lowest grade will be dropped from the CGPA and the highest grade will be used to calculate the GPA.

TRANSFER AND READMITTED STUDENTS

Transfer students from outside of CBD College will be evaluated only on the work completed while at CBD College. Readmitted students will be admitted to the same status as at the time of withdrawal or drop.

The maximum time frame is reduced for transfer and readmitted students, based upon the remaining length of the program in which they enroll. For example, a student transfers in or has completed 12 of a 36-week program, therefore must complete 24 weeks at the time of enrollment, and the maximum time frame is 24 weeks x 150% or 36 weeks.

EVALUATION/PROGRESSION POLICY

Student evaluations consist of monitoring student progress in theory, campus laboratory and clinical hospital rotations on a continuing basis and assessing students on the attainment of the objectives listed in the course syllabus. Students will also be evaluated according to their attendance patterns, behavior at clinical sites and job readiness. The course syllabus handed to the student upon beginning each course indicates the percentage that each of these factors represents on the final course grades. The student must successfully complete a Module to be able to progress to the following one. The final grade of the Module is composed by an arithmetic average of all the course grades obtained during the Module. Failure in achieving the minimum pass score at the end of the Module may result in repetition of the Module or termination from the program.

Student scores are continuously monitored. Students failing any of the theory exams in the program are required to meet with the Program Director, who will develop a Success Plan indicating the areas needing improvement and the steps to be followed, allowing them, if applicable, to retake the failed exam (see retake policy for more details).

SATISFACTORY ACADEMIC PROGRESS (SAP) ADVISING

If a student fails to maintain the required satisfactory academic progress (SAP) at the end of any given module, he/she will be placed on SAP advising for the duration of the next module. The student is eligible for financial aid during his/her SAP advising period. The student must attain the required GPA or minimum passing grade, satisfy the quantitative component of SAP and remain eligible to graduate within the maximum timeframe (150%) allowed.

In a positive case, the student will be removed from SAP advising, and may be allowed to proceed with the course of studies. In case of a negative determination, the student will be terminated from the program.

FINANCIAL AID WARNING

Students who fail to meet SAP standards at the end of each payment period will be placed on Financial Aid Warning and notified accordingly. Warning status lasts for one payment period only, during which the student may continue to receive Title IV funds. Students who meet the College's SAP standards by the end of the warning period will be removed from Financial Aid Warning status. Students who fail to make satisfactory progress by the end the warning period will be placed on Financial Aid Probation and will be notified accordingly.

FINANCIAL AID PROBATION

For the payment period following the payment period during which a student was on Financial Aid Warning, the College will place students, who failed to make satisfactory academic progress during the warning period, on Financial Aid Probation and disburse Title IV funds only if- 1) the student appeals the determination; and 2) the College determines that the student should be able to meet the College's SAP standards by the end of the subsequent payment period. Students on Financial Aid Probation for a payment period are not eligible to receive Title IV funds for the subsequent payment period unless they meet SAP by the end of the probationary period.

APPEALS PROCESS FOR STUDENTS PLACED ON FINANCIAL AID PROBATION

A student who is on Financial Aid Probation status can appeal within five (5) days. In order for an appeal to be considered, the student must provide the Records Officer with a letter that includes:

- Information about the circumstances or events which prevented the student from attaining SAP
- What has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

The Records Officer will review only the appeals that have the necessary documentation and are based on:

- Severe illness, medical condition, or injury
- Death of an immediate family member
- Military deployment/call to active duty
- Or other special circumstances which are unlikely to reoccur

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

Students may regain satisfactory academic progress in either the qualitative and/or quantitative elements by raising their CGPA or meeting the minimum completion requirement.

GRADUATION REQUIREMENTS

Diplomas are awarded in Dental Assistant (DA), Medical Assistant (MA) and Pharmacy Technician (PhT) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 70% grade point average, and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

Diplomas are awarded in Magnetic Resonance Imaging (MRI) and Surgical Technology (ST) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average in lab and theory courses, pass all Pass/Fail courses and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

Associate of Applied Science degrees are awarded in Diagnostic Medical Sonography (DMS AAS), Magnetic Resonance Imaging (MRI AAS), Occupational Therapy Assistant (OTA AAS), and Physical Therapist Assistant (PTA AAS) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average, and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

GRIEVANCE PROCEDURES

It is the intent of CBD College to provide an avenue for students to resolve conflicts with faculty and/or staff, or another student. It is desirable to resolve problems and complaints informally. This policy encourages both responsibility and accountability for both student and faculty or staff member(s). If resolution of the issues cannot occur informally, formal grievance policy is hierarchical.

We ask that you approach conflicts as follows:

- Step #1.** Meet with the person with whom you have the complaint and attempt to resolve the issue within two (2) weeks of the incident.
- Step #2.** If the concerns are not resolved in step one, an informal discussion should take place with the instructor and/or Program Coordinator.
- Step #3.** If the concerns are not resolved in step #2, or the instructor is person in step #1, make an appointment to meet with Program Director or designee.
- Step #4.** If the concerns are not resolved in step #3, or the Program Director is the person in step #1, make an appointment to meet with the Chief Academic Officer (CAO). The student will be informed of the decision within ten (10) business days.
- Step #5.** If the concerns are not resolved in step #4, make an appointment to meet with, or write a formal letter to, the campus Chief Operating Officer (COO). The student will be informed of the decision within ten (10) business days.

Formal Complaints to Regulatory Agencies

BPPE

CBD College is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

BPPE

Bureau for Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: (888) 370-7589
Email: bppe@dca.ca.gov
BPPE website: www.bppe.ca.gov

Accrediting Agencies

A formal written complaint may also be filed with accrediting bodies listed below. Complaints may not be submitted anonymously.

ABHES

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043
Phone: (703) 917-9503, Fax: (703) 917-4109
Email: info@abhес.org
ABHES website: www.abhес.org

CAAHEP
Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158, Clearwater, FL 33763
Phone: (727) 210-2350, Fax (727) 210-2354
Email: mail@caahep.org
CAAHEP website: www.caahep.org

CAPTE
Commission on Accreditation in Physical Therapy Education
1111 North Fairfax Street, Alexandria, VA 22314-1488
Phone: (800) 999-2782, Fax: (703) 706-3387
Email: accreditation@apta.org
CAPTE website: www.capteonline.org/home.aspx

ACOTE
Accreditation Council for Occupational Therapy Education
c/o American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449
Phone: (301) 652-6611
E-mail: members@aota.org
ACOTE website: www.acoteonline.org

Department of Education

For issues about financial aid, fraud, waste or abuse of federal funds and civil rights, contact the U.S. Department of Education. Listed below is contact information for these issues:

- Office of the Inspector General investigates fraud, waste or abuse of federal educational funds, including federal student aid funds.

U.S. Department of Education
Office of Inspector General Hotline
400 Maryland Avenue, S.W.
Washington D.C. 20202-1500

1-800-MIS-USED (1-800-647-8733)
Fax: (202) 245-7047
- [Federal Student Aid's Ombudsman](#) will help resolve issues regarding student loan complaints, by working with you and the lender.
https://feedback.studentaid.ed.gov/s/?language=en_US
- [Office for Civil Rights](#) enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. You may contact their office directly at 1(800) 421-3481 or locate one of their [12 enforcement offices](#).

External Complaints

The avenue for external complaints is found on the CBD Website (<https://www.cbd.edu/about-us/#disclosures>) as a Feedback Form. When the button is pushed, a message box is accessed for someone to write either a compliment or a complaint. When

the send button is pushed the message is delivered automatically to the institution. If appropriate to reach the message sender, a response is given within ten (10) business days.

Complaints That Fall Outside of Due Process

It is the intent of all CBD College programs to ensure the institutional policies, procedures and practices protect the rights and privileges of persons not associated with the education program. Persons not associated with the program such as representatives of clinical sites, employers of graduates, and the public, may contact the School with complaints, comments, suggestions or ideas. The following procedures have been established for consideration of all inquiries that fall outside due process:

Procedure:

1. Initial Screening of the Complaint, Comment, Suggestion or Idea:

- a. Any inquiry about filing a complaint, comment, suggestion or idea about a program will be recorded as it is received by the College.
- b. If such inquiries are received by other faculty or staff members, they will be referred to the Program Director.
- c. Informal resolution of the complaint, comment, suggestion or idea will be attempted.

2. Formal Complaint, Comment, Suggestion or Idea:

- a. If informal resolution is not successful, the following steps will be required of the inquirer:
 - i. Complaints, comments, suggestions and ideas must be provided in writing to the Program Director. Conversely, complaints, comments, suggestions and ideas can be provided electronically via the Feedback Form on the CBD website at <https://www.cbd.edu/about-us/#disclosures>.
 - ii. The Program Director will respond to all comments within 10 business days to further discuss and resolve the issue. If an acceptable resolution has not been achieved within the given time frame, a written appeal may be made to the CAO.
 - iii. Any issues involving the Program Director may be sent directly to the Chief Academic Officer for initial resolution within ten (10) business days of receiving the inquiry.
 - iv. The COO will not become involved until all actions to resolve the issue with the Program Director and Chief Academic Officer have been exhausted (unless the complaint is directly related to the Program Director or Chief Academic Officer). The decision of the COO will be final and not subject to further appeal.
 - v. Records of all communication, meetings and final resolution will be confidentially filed and kept by the Program Director, CAO and the COO for three (3) years.

Complaints About CBD College Distance Education Programs for Student Residing Outside of California:

CBD College enrolls students from states where the College is authorized (i.e., approved or licensed), exempt or otherwise able to offer distance education programs by virtue of not being subject to the applicable state agency's oversight.

If you are a student residing outside of California, who wishes to file a complaint about a CBD College program delivered via distance education, please review the internal complaint resolution procedures articulated in this policy to submit your informal or formal complaint. If you are unable to resolve your complaint through the steps outlined in this policy, a complaint may also be filed with regulatory bodies listed above. A student may also contact his or her specific state agency directly to register a complaint.

CBD College is required to provide a description of the process for submitting consumer complaints in each state in which enrolled students reside. The complaint process for those states in which CBD College is authorized, exempt or otherwise not subject to the applicable state agency's oversight, to offer distance education programs and enroll students is detailed in the section below:

Arizona

The Arizona State Board for Private Postsecondary Education (Board) does not require licensure of distance education programs if there will be no physical presence in Arizona. CBD College does not have a physical presence in Arizona and is therefore not required to be licensed. As CBD College is not currently required to be licensed by the Board please direct any complaints to the Arizona Office of the Attorney General.

<https://gateway-sis.azag.gov/PublicComplaint/begin.aspx>

Florida

After review from the Commission for Independent Education, Florida Department of Education, it has been determined that the educational activities of the College in the state do not require licensure at this time. Please direct any complaints to the California Bureau for Private Postsecondary Education (BPPE). Please see the Formal Complaints to Regulatory Agencies section above for details on how to file a complaint with BPPE.

Nevada

CBD College is licensed by the Nevada Commission on Postsecondary Education under an experiential courses license. Students enrolled in a licensed private postsecondary educational institution have the right to register a legitimate complaint with the Commission on Postsecondary Education. To file a complaint please fill out and submit a Student Complaint Form available on the agency's website.

http://cpe.nv.gov/Students/Students_Home/

Texas

CBD College is not regulated in Texas under Chapter 132 of the Texas Education Code; therefore, a license or exemption from the Texas Workforce Commission is not required. The Texas Workforce Commission complaint process does not apply to CBD College; therefore, please direct any complaints to the California Bureau for Private Postsecondary Education (BPPE). Please see the Formal Complaints to Regulatory Agencies section above for details on how to file a complaint with BPPE.

Prohibition of Retaliation

Retaliation against an individual for bringing a complaint or for assisting another in bringing a complaint is prohibited and a violation of CBD College policy.

STUDENT CONDUCT AND RULES

PROFESSIONALISM

Professionalism is the contract that all students at CBD College have with their fellow students, faculty and staff, clinical/externship sites and fieldwork educators, patients, and society in general. Education, both declarative and procedural, dress codes, and other policies and regulations are designed to help the student achieve the highest professional standards. Ultimate success in treating patients can only take place upon a platform of exceptional professionalism.

All students admitted to CBD College are expected to maintain the highest personal standards of conduct consistent with the practice of their chosen field.

Unauthorized talking during lecture time is not permitted. Electronic devices (cell phones, smart phones, iPhones, etc.) need to be silenced and put away during lectures/lab time or during any other professional commitment related to CBD College. Students may not be permitted to enter the classroom late. Instructors have the right to dismiss any student for poor conduct, tardiness or disruptive behavior from lecture, lab, externship/clinical sites, fieldwork or field trips.

Students must adhere to conduct that will not interfere with the learning process of other students, the classroom presentation by the instructor or the progress of the class in general. Any student who discredits himself/herself or the school may be subject to termination. If the action is done during the fieldwork/externship/clinical education portion of the program in a clinic, the student will receive a "Disciplinary Action Form."

To assist in achieving a campus free of the problems of substance abuse, the College has adopted a policy prohibiting the unlawful manufacture, sale, distribution, possession or use of controlled substances and alcohol on

CBD College's property or at official functions on/off-campus. Any member or group of the CBD College community violating these policies and regulations will be subject to disciplinary action. In order to enforce this policy, CBD College reserves the right to request persons subject to the policy to take fitness for duty tests. Positive results from a fitness for duty test shall be grounds for disciplinary action. Also, the college may perform inspections of persons, personal property or vehicles located on college property or off-site at official college functions (such as clinical education or externships) in order to assure a drug-free, alcohol-free environment. Failure to agree to a fitness for duty test or inspection will be considered a violation of this policy, and appropriate disciplinary measures will be taken as described below. Reasonable Suspicion Testing: A student will be asked to take a Fitness for Duty Urinalysis Test immediately after, but in no event more than 24 hours after, an instance of Reasonable Suspicion has been documented. Such a test is voluntary, but failure to take the test may result in adverse action, up to and including dismissal.

To ensure orderly operations and provide the best possible school environment, CBD College expects students to follow rules of conduct that will protect the interests and safety of all students, staff and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of enrollment:

- Usage of cell phone is PROHIBITED during class and lab time.
- Cheating or academic dishonesty.
- HIPAA violations.
- Excessive absenteeism.
- Theft or inappropriate removal of school property.
- Falsification of attendance records.
- Attendance under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol, marijuana, or illegal drugs in the school or on the premises.
- Fighting or threatening violence in the school.
- Boisterous or disruptive activity in the school, use of foul or vulgar language.
- Negligence or improper conduct leading to damage of school/employer-owned or student-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful harassment.
- Possession of dangerous or unauthorized materials, such as weapons, explosives or firearms in school.

SMOKING

Use of tobacco products in areas other than the designated smoking area is grounds for disciplinary action, up to and including termination. E-smoking, tobacco chew, snuff and any other tobacco products are also prohibited.

PUNCTUALITY

To maintain a productive school environment, CBD College expects students to be reliable and punctual in reporting for scheduled classes. Absenteeism and tardiness place a burden on other students and on the faculty.

DAILY DRESS CODE

CBD College students receive uniforms and picture identification name badges to be worn during school hours and clinical experiences. For student safety, closed-toe shoes with no heels are required to be worn. Dress, grooming and personal cleanliness standards contribute to the morale of all students and affect the academic/business image of CBD College. Identification name badges must be worn at all times, even during free dress days. **Students violating this policy will be sent home and considered as absent.**

THEORY AND CLINICAL DRESS CODE POLICY

Each student is expected to be in full uniform provided by CBD College. This includes program specific color-coded scrubs for DA, MA, MRI, PhT, DMS and ST programs; black polo shirts with CBD logo and tan color scrub pants for PTA students and blue polo shirts with CBD logo and black scrub pants for OTA students. No jeans, leggings or cargo pants are permitted. No tops can be worn over a uniform/scrub. All students are required to wear CBD College picture identification name badges at all times while in school or on clinical sites.

- **Shoes** must be closed toed, closed heeled tennis shoes of a non-canvas, leather material. Clogs are also acceptable, but must be closed toed and closed heeled. Sandals, flip flops, “UGG” style boots, slip on shoes, high heeled footwear or slippers are not permitted on campus. The Surgical Technology program requires white shoes.
- **Nails** must be natural, clean and short; no acrylics. Clear or neutral polish is acceptable. No nail polish is accepted in the Surgical Technology program.
- **Jewelry** will be limited to one simple ring and only one pair of post style/stud type, non-clip-on earrings, less than one half inch in length. No earrings with hoops are permitted. Necklaces and loose or multiple bracelets are not permitted. No jewelry is accepted in the Surgical Technology program.
- **Body Piercings** that are easily visible on the face, tongue, ears, neck or any other exposed area should be removed during school hours.
- **Hair** needs to be clean, neat, natural color and professional in appearance. Beards and mustaches are permitted but must be neatly kept and trimmed. Long hair should be kept off of the face. Both men and women with hair that is shoulder length or longer should place their hair up and away from their face for the duration of class time.
- Students must maintain good **hygiene** practices. Deodorant must be worn daily, and perfumes should not be worn to the clinics during the clinical education portion of the program. Other strong odors such as tobacco must be completely eliminated prior to arriving on campus and clinical/externship sites.
- **Make-up** should not be extravagant, kept to a minimum and appropriate.
- **Tattoos** are to be covered while on campus and at all clinical sites.
- **Hats** are not to be worn on campus or at clinical/externship sites.
- **Lab Attire** for PTA and OTA programs is determined by the course instructor. Lab Attire cannot be worn to school instead of a uniform. A student should change into Lab attire only prior to Lab.
- All **uniforms** must be clean and freshly laundered and pressed as appropriate.

THIS UNIFORM POLICY WILL BE STRICTLY ENFORCED. STUDENTS WHO FAIL TO COMPLY WILL BE SENT HOME BY THEIR INSTRUCTOR OR CLINICAL INSTRUCTOR AND WILL BE REFERRED TO THE PROGRAM DIRECTOR.

LAB DRESS CODE FOR PTA & OTA STUDENTS

Due to the nature of occupational therapy and physical therapy interventions, it is often necessary to move and visualize the specific body part being treated. Specific lab attire is necessary for students to be able to identify and treat specific areas of the body, while at the same time maintaining professionalism, confidentiality and patient modesty. While in the laboratory, students will be expected to have appropriate lab attire to expose the area being studied. This may include shorts, swimsuit, halter top or sports bra. Students must have lab attire available AT ALL TIMES. Students who are not prepared with the appropriate attire may be required to wear a patient gown for lab activities. A student may wear lab attire if they are practicing lab skills in the lab. When lab is complete, a student must change back into their normal school uniform if they are going to remain on campus. Course instructors determine the lab attire for their course, which is detailed in the course syllabus, and is specific to each lab.

FOOD AND DRINK

Eating or drinking is not allowed in the school hallways, computer lab, skills lab and classroom unless otherwise specified. It is very important not to eat or drink near classroom materials and equipment. At the fieldwork site, eating or drinking is permitted only in approved areas per clinic policy.

OVERALL USE OF SCHOOL EQUIPMENT

Equipment essential in accomplishing operations is often expensive and may be difficult to replace. When using school property, students are expected to exercise care and follow all operating instructions, safety standards and guidance.

Please notify the instructor if any equipment, machines or tools appear to be damaged, defective or need repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to students or others.

The instructor will teach students about their responsibility for maintenance and care of equipment used in class. The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action up to and including termination.

PERSONAL PROPERTY

CBD College assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to college property.

STUDY TIME

Students are encouraged to form study groups to foster interaction and the learning process. The instructor will be available to assist those students who desire to form a study group.

CLASSROOM/LAB CELL PHONE/TEXT POLICY

To avoid disruption of classes, the use of mobile telecommunications such as cell phones is prohibited during class time. The disruption caused by these devices interrupt the students and the instructor's concentration and attention to coursework.

For non-emergencies, students should check their messages during class breaks and between classes. If a student needs to be contacted **in case of emergency**, the following phone number should be given to student's families and the student will be contacted immediately: 213-427-2200

ANY STUDENT FOUND TO BE ENGAGING IN UNPROFESSIONAL/INAPPROPRIATE BEHAVIOR OCCURRING IN THE CLASSROOM, LABORATORY OR CLINICAL SETTING WILL RESULT IN CONDUCT PROBATION FOR ONE MODULE. ONCE THE STUDENT IS PLACED ON CONDUCT PROBATION, ANY SUBSEQUENT VIOLATION WILL RESULT IN IMMEDIATE TERMINATION FROM THE PROGRAM.

STUDENT SERVICES

STUDENT ADVISEMENT

CBD faculty and staff are available to advise students on academic problems, and, if necessary, provide referrals to special counseling services when required. All efforts will be made to provide a supportive environment to assist each student in maintaining progress and continuing in the program.

Due to the academic rigors of Associate Degree Programs, employment beyond 10-12 hours/week is discouraged. If employment interferes with academic or clinical performance, students will be advised regarding their success in the program.

Students will not be paid for clinical work performed at the direction or as part of the Program.

TUTORIAL ASSISTANCE

CBD College provides tutorial assistance for students experiencing academic difficulties, and such students may be required to participate in remediation classes outside of regular class time. Instructors make every effort to identify students in need of assistance. Students themselves, however, are urged to take the initiative in seeking out-of-class help and to discuss their difficulties with their instructors or Program Director.

GENERAL ASSISTANCE (HOUSING, CHILD CARE, TRANSPORTATION)

CBD College understands that students may require certain assistance regarding personal issues while attending school. The Student Affairs Department maintains information pertaining to local child-care facilities and local transportation.

CBD College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. Students can find housing opportunities in a wide range of sizes, amenities, and rental prices within close proximity of the campus. According to rentals.com for Los Angeles, CA rental properties within close proximity of the campus start at approximately \$750 per month for modest home-stay arrangements to \$2,500 for apartments. The Student Affairs department also maintains listings of various housing options; however, CBD College does not screen these listings. CBD College strongly encourages students to use reputable providers to find housing and to research thoroughly any home before taking residence. This due diligence should include, but is not limited to, performing an internet search of the address and of any individuals living in the home, as well as conducting research via websites such as those of local law enforcement.

The Student Affairs Department maintains listings of community resources that are available to all students in the library/Students Center. Those resources include referrals to emergency services.

If you are seeking part time employment while at school, please see the Career Services Department. If other information is required, please make your request at the Student Affairs Department.

DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION POLICY/DRUG FREE POLICY

CBD College strives to maintain a drug-free environment for its employees and students. In accordance with federal requirements, the College has developed and enforces this Drug and Alcohol Abuse Prevention and Awareness Plan, which accents the danger in alcohol consumption and drug abuse, establishes prohibition of drug use/manufacturing/distribution on the school's property and/or as a part of the school's activities, and states the consequences of any violation of this policy. It is also CBD's goal to facilitate access to those in need to specialized treatment. This plan includes a directory of alcohol and drug abuse treatment facilities in the area, with their location and contact information. Each employee/student receives a copy of this plan upon hire/admission. Additionally, this policy is distributed annually to each student and employee of CBD College.

STANDARDS OF CONDUCT

CBD College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as a part of the school's activities. The College is a drug-free work and educational environment, including contacting law enforcement officials if caught on campus using drugs or alcohol. As a condition of employment/enrollment, all employees/students shall abide by this prohibition.

DISCIPLINARY SANCTIONS

CBD College will impose sanctions on students and employees for violations of these standards of conduct, consistent with local, state, and federal law, up to and including student dismissal, termination of employment, and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Participation in such a program shall not be paid for by the school.

LEGAL SANCTIONS, STATE AND FEDERAL

Numerous Federal, state and local statutes and ordinances relate to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, and they impose legal sanctions for both felony and misdemeanor convictions for violations. Detailed information regarding these statutes, which may change over time, is available from the Student Affairs Office. Drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substance Act (29 U.S.C. 812) and are further defined by the regulations

21 CFR 1308.15 through 1038.15. Copies of the law and its implementing regulations are available for review from the Student Affairs Office.

REPORTING

All violations of this policy shall be reported to the Chief Operating Officer, or his/her designee, who shall report the violation to the appropriate law enforcement authority.

The employee/student is required to notify the school of any criminal drug or alcohol statute conviction for a violation of this policy.

Conviction of a violation occurring in the terms of this plan must be notified to the Chief Operating Officer in writing, no later than five days after such conviction. Failure of the employee/student to make such a notification may lead to termination/expulsion from the school. Within ten days of receipt of notice of a conviction, and as required, the College shall notify the US Department of Education and other appropriate agencies providing funds to and through the College.

Within thirty days of receiving notice of any employee/student convicted as described above, the College will:

- Take appropriate action against such employee/student, up to and including termination/dismissal; and/or
- Request such employee/student to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

LOSS OF TITLE IV ELIGIBILITY

A federal or state drug conviction can disqualify a student for FSA funds. A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment when receiving federal aid, will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance. A conviction that was reversed, set aside or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless he/she was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

	Possessions of illegal drugs	Sale of illegal drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3 rd + offenses	Indefinite period	Indefinite period

If the student was convicted of both possessing and selling illegal drugs, and the period of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him or her ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

- 1) Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program;
- 2) Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
- 3) Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the institution that he or she has successfully completed the rehabilitation program.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

For more information regarding illegal drug and financial aid eligibility, please visit the Frequently Asked Question section of the Free Application for Federal Student Aid (FAFSA) website www.fafsa.ed.gov.

HEALTH RISKS

The following is a summary of the various health risks associated with alcohol abuse and use of certain drugs, and is not intended to be an exhaustive or a final statement of all possible health consequences of substance abuse. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs may be toxic to the human body. In addition to toxicity, contaminant poisonings often occur with drug use. Acute or long-term health problems may include, but are not limited to, heart attack, stroke, and death. Long-lasting effects caused by drug and alcohol abuse can cause disruption of normal heart rhythm, high blood pressure, destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects.

PREVENTION PLAN

CBD College recognizes that use of illegal or controlled drugs often leads to dependence, chemical and/or psychological, on the drugs. Those who become dependent on such drugs are often not able to end their use, even when they wish to do so. The College believes such addictions are medical problems.

CBD College encourages employees/students who have alcohol and drug dependencies to seek treatment for their conditions. Students who are participating in medically supervised, fixed duration programs to end drug dependence will not be disciplined for their drug dependence. (However, participation in such a program will not constitute permission to engage in drug use on campus). Employees/students who are involved in any use of illegal or controlled drugs, including medically supervised programs, are required to give the Chief Operating Officer/Dean of Education written notice of such use. The College will protect the confidentiality of any student participating in a medically supervised, fixed duration program to treat drug addiction.

If an employee/student of CBD College seeks help from the school for a drug or alcohol problem, CBD College will refer the student to a local drug and alcohol rehabilitation and treatment agency.

RESOURCES GUIDE³

Drug awareness program, counseling, treatment and other related services are available on an ongoing basis through the following organizations:

U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration:
1-800-662-HELP (1-800-662-4357) <http://www.samhsa.gov>

California Department of Health Care Services:
1-800-879-2772 <http://www.dhcs.ca.gov/individuals/Pages/Findings-Help.aspx>

³This directory is kept by CBD College in compliance with the applicable regulation. CBD College has no connection/relationship with those facilities; CBD College does not endorse the effectiveness of the treatments employed by those facilities.

National Council on Alcoholism and Drug Dependence:
1-800-NCA-CALL (1-800-622-2255) <http://www.ncadd.org>

Additionally, employees/students may seek drug or alcohol counseling, treatment, or rehabilitation from such facilities or agencies as those listed below:

*Addiction Alternatives –
A Division of Life Management Skills
9171 Wilshire Boulevard Suite 680
Beverly Hills, CA 90210
(310) 275-5433x1 www.HabitDoc.com*

*California Drug Treatment Program Inc.
9001 South Vermont Avenue
Los Angeles, CA 90044-557
(323) 756-9933*

*BAART Beverly
1926 Beverly Blvd
Los Angeles, CA 90057
(213) 353-1140
<https://baartprograms.com/baart-beverly/>*

*Behavioral Health Services
Boyle Heights Family Recovery Center
3421 East Olympic Boulevard
Los Angeles, CA 90023
(323) 262-1786 www.bhs-inc.org/os.htm*

*East Los Angeles Health Task Force
Comprehensive Substance Abuse Program
630 South Saint Louis Street
Los Angeles, CA, 90023
(323) 261-2171*

*Van Ness Recovery House
1919 North Beachwood Drive
Los Angeles, CA, 90068
(323) 463-4266*

STUDENT LOUNGE & STUDENT CENTER

The Student Lounge and Student Center are open to students for relaxation and study time. Vending machines provide a variety of snacks and refreshments. Students are encouraged to use the lounge when eating and asked to respect the rights of all students to a clean environment. The Students Center is adjacent to the library and provides a convenience and atmosphere to study.

FIELD TRIPS AND GUEST SPEAKERS

Field trips to program-related medical clinics, laboratories, hospitals, businesses, and manufacturing facilities may be scheduled by the instructor. The purpose of field trips is to introduce students to the working world in their respective career and to augment classroom instruction. Guest speakers may be invited and scheduled to reinforce classroom training.

JOB PLACEMENT SERVICE

The College maintains an ongoing relationship with its graduates through a Career Services Department, regardless of the year of graduation. It is understood that while employment services may be provided, no promise or guarantee of employment can be made.

Career Services works with each student to develop a personalized career portfolio, as well as a plan for job placement. This is primarily done during professionalism and career development workshops facilitated by the Career Services staff. Workshops are held monthly for all diploma programs and an average of once per module for degree programs. Many students find employment without the help of the Career Services. These graduates are requested to inform the Career Services of their employment.

HEALTH AND PROFESSIONAL LIABILITY INSURANCE

CBD College students are responsible for their own health coverage. The Student Affairs Department is available to provide information about health care service options.

The school maintains a professional liability insurance policy that covers all students of CBD College. Students are informed that this policy does not extend to any activities that are not related to their course of studies at CBD College.

VOTER REGISTRATION

CBD encourages all eligible students to participate in the Democratic Process. Students are eligible to vote if they are:

- A United States Citizen
- A resident of California
- Not in prison or in county jail (serving a state prison sentence or serving a term of more than one year in jail for a defined "low-level" felony), or on parole, post release community supervision, or post-sentencing probation for a felony conviction. For more information on the rights of people who have been incarcerated, please see the Secretary of State's Voting Guide for Currently or Formerly Incarcerated Californians. More information can be found at the Secretary of State's website at www.sos.ca.gov/elections.
- At least 18 years old on Election Day
- Not found by a court to be mentally incompetent

Voter registration forms can be found at: <http://registertovote.ca.gov/>

120 days prior to the deadline to register to vote in federal or state gubernatorial elections CBD College will distribute to all enrolled students, in a separate email message devoted exclusively to voter registration, the voter registration information, including where voter registration forms could be obtained.

AOTA/APTA MEMBERSHIP

As an AOTA/APTA member, you'll be eligible to apply for a full range of cost-saving and value-added products and services. CBD OTA/PTA tuition will cover a membership fee starting in first award year.

LIBRARY/RESOURCE CENTER

Educational materials and resources are available to all currently enrolled students via LIRN online library, and hard copies are stored in the library/resource center. During the mandatory orientation process students are provided with written instructions and required credentials (e.g., username, password, etc.) on how to access/check out the online library resources and hard copies of educational materials for each program. In addition, each program has a resource center containing materials related to the course(s). The library also has a computer bank available to students to conduct online searches and access available media.

Students are required to utilize the library for research and certain assigned coursework. During campus tours, students are familiarized with library facilities and encouraged to utilize all available resources.

COPYRIGHT INFRINGEMENT POLICY

POLICY STATEMENT

CBD College requires that all copyrighted materials be used in conformance with applicable copyright and other laws. Unauthorized downloading or distributing copyrighted materials (e.g., documents, books, programs, music, movies, television programs, videos, text, etc.), including peer to-peer file sharing, may subject a student and/or staff network user to civil and criminal liabilities as well as institutional sanctions. Further, the copying of digital copyrighted materials, such as third-party software without the express written permission of the owner of the proper license, is illegal. CBD College's Wi-Fi network is configured to block the use of peer-to-peer file sharing programs that are used to share copyrighted materials. Students and staff are prohibited from using filesharing on any CBD College provided network, including the Wi-Fi network.

LEGAL ALTERNATIVES TO ILLEGAL FILE SHARING

CBD College periodically reviews and provides access to the College's community to legal options, whether through downloads or streaming, free or fee-based, etc., for obtaining copyrighted content, including movies and music. EDUCAUSE (a community of IT leaders and professionals committed to advancing higher education) has identified an extensive list of legal entertainment alternatives, cataloged at Legal Sources of Online Content. (<https://www.educause.edu/legalcontent>)

INSTITUTIONAL DISCIPLINARY SANCTIONS

CBD College's network and/or information technology system users who engage in illegal downloading or unauthorized distribution of copyrighted materials risk losing network access; repeated violations will result in

disciplinary action. CBD College reserves the right to choose how to respond to any allegation of copyright infringement received.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

INTERNET ACCESS POLICY

All internet usage is restricted to school use only. Accessing or disseminating sexually explicit graphics or otherwise offensive or discriminatory material and downloading software from the internet is strictly prohibited. Anyone found in violation of this policy may be subject to termination.

NON-DISCRIMINATION STATEMENT

Non-Discrimination Notice

CBD College does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, age, religion, pregnancy or parental status, or any other classification protected by applicable local, state or federal laws, in its programs and activities. The following person has been designated to handle inquiries regarding the College’s non-discrimination policies: Gabriela Bray, Director of Compliance/Title IX Coordinator, TitleIX@cbd.edu, gabriela@cbd.edu or call (213) 427-2200.

For further information on notice of non-discrimination, visit:
<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>
for the address and phone number of the office that serves your area,
or call 1-800-421-3481.

Retaliation

Threats, other form of intimidation, and retaliation against a student or employee for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of CBD College policy and applicable law and is a serious offense. Acts of retaliation may result in discipline up to and including termination.

DISABILITY ACCOMMODATIONS

CBD College complies with ADA Standards to provide overall program accessibility throughout its campus for persons with disabilities. If a student is aware of or suspects there is a reason that may interfere with his/her ability to complete program requirements, for which the student requires an accommodation from the school, he/she should contact the Dean of Education or Chief Operating Officer and must provide appropriate documentation from a licensed healthcare provider. Accommodations are not provided retroactively. Appropriate actions are facilitated by timely requests. Reasonable requests for appropriate accommodations in the didactic/theory portion of the program will be attempted and all requests will be held in confidence. CBD College is unable to provide accommodations that would result in a fundamental alteration of the school’s program.

CBD College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities in compliance with the Americans with Disabilities Act and Section 504 of the rehabilitation act of 1973.

TITLE IX

Title IX is a federal law that prohibits discrimination based on sex in educational programs and activities. Examples that are subject to Title IX include admissions, recruitment, financial aid, academic programs, and employment. Title IX also protects students from sexual harassment, including sexual violence, such as rape, other forms of sexual assault and sexual coercion. The Title IX Coordinator monitors and oversees the College's compliance with Title IX and related laws in the prevention of sexual harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints. Students, faculty, administrators, staff, or others who participate in the College's educational programs and activities with question, concerns, or complaints about sex discrimination, harassment or sexual misconduct are encouraged to contact the Title IX Coordinator: Gabriela Bray, Director of Compliance, TitleIX@cbd.edu or call (213) 427-2200. CBD College will promptly investigate all allegations in as confidential manner as possible and will take appropriate corrective action if warranted. The College's Title-IX related policies (e.g., Policy on Sex/Gender Harassment, Discrimination and Sexual Misconduct and applicable resolution procedures, Policy on Pregnant and Parenting Students, etc.) are available for download on the Student Learning Management system (e.g., Moodle) as well as through the Title IX Coordinator and the Student Affairs office.

Additionally, complaints and inquiries concerning the application and implementation of Title IX regulations also may be directed to:

OFFICE OF CIVIL RIGHTS
U.S. Department of Education
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW Washington, DC 20202-1100
Telephone: 800-421-3481; Fax: 202-453-6012; TDD: 800-877-8339; Email: OCR@ed.gov

RECORD RETENTION

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for a five-year period and transcripts, permanently. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This policy ensures that only authorized individuals have access to specific information requested.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA was designed to protect the privacy of student education records. Only CBD College officials with legitimate educational interest have access to student records without student consent. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CBD College (e.g., Chief Operating Officer, Dean of Education, Educational Coordinator, Admissions Officer, Financial Aid Officer, instructors and/or Administrative Assistant).

It is CBD's College policy to release the following directory information to third parties: student's name; telephone listing; electronic mail address; photograph; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized activities; degrees; honors and awards received. The primary purpose of directory information release is to allow CBD College to include this type of information in certain school publications (e.g., honor and award recognition lists). Students have the right to request that their directory information not be released. Such requests must be submitted in writing to the Director of Admissions on or before the first day of class or within two business days of receiving notification of this policy. This request remains in place until rescinded in writing by the student.

Students have the right to inspect and review educational records within 45 days of request. In order to review educational records, the records officer should be contacted, and an appointment should be made.

Students have the right to amend records they believe are inaccurate or misleading. In order to amend records, a student must submit a written request to the Dean of Education explaining the changes the student would like to make along with supporting documentation. If CBD College decides not to amend the records as requested, CBD College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to consent to or withhold disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.

CBD College may disclose personally identifiable information without obtaining prior written student consent to the following parties, including but not limited to, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations: U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education; state and local officials; authorized organizations conducting educational research; accrediting agencies; parent(s) of an eligible student if the student is a dependent for IRS tax purposes; to appropriate officials in connection with a health or safety emergency; and to other specific parties under limited number of circumstances outlined in the FERPA regulations. CBD College maintains a record of each request (who and why) for access to and disclosure of personally identifiable information without written consent from the student.

CBD College maintains a record of each request (who and why) for access to and disclosure of personally identifiable information without written consent from student.

Students have the right to file a complaint with the U.S. Department of Education.

FERPA Contact Information:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave., S.W., Washington, DC 20202-8520

Phone - 1-800-USA-LEARN (1-800-872-5327)

SAFETY PROCEDURES

FIRST AID AND MEDICAL ATTENTION

Proper treatment must be obtained for all injuries, no matter how slight:

1. Basic first aid is ordinarily adequate treatment for minor cuts, abrasions, and similar injuries; more comprehensive emergency medical attention must be obtained in the case of more serious injuries or illness. The following action should be taken as required by the extent of the injury:
 - First aid should be administered if needed to control bleeding or prevent further injury. Persons who have broken bones should not be moved unless absolutely necessary. If an injured person is in contact with a live electric current, the electricity should be turned off before rescue contact is made.
 - The appropriate emergency response personnel (fire department, ambulance, etc.) must be notified immediately if on-site medical attention and/or transport to an emergency hospital is required due to the seriousness of the injury.
 - If due to the lesser degree of injury emergency response personnel are not needed for transportation, the injured should be transported for treatment to an approved licensed medical professional and/or facility approved by management.
2. If a toxic hazardous material makes bodily contact, the applicable treatment must be administered in accordance with the product label or Material Safety Data Sheet (MSDS) for that substance. While injury to the eyes or skin caused by chemical contact normally is best treated by flushing with water, there may be exceptions. MSDS instruction and professional medical advice must be followed.

Reporting Injuries and Illnesses

All injuries and illnesses, regardless of their type or seriousness, must be reported to the supervisor **IMMEDIATELY**.

HAZARDOUS MATERIALS

Students must follow any hazardous materials procedures developed by their clinical sites; plans may vary from site to site—it is the student's responsibility to be aware of them.

This description of the hazards communications standards is provided as a summary only. If any hazardous materials are known to be used in this organization, detail will be given to students by their supervisor.

Government regulations require that you have one easy reference for important information regarding hazardous substances.

This information is contained on labels and in a Material Safety Data Sheet (MSDS) for each substance, kept in the labs. It includes:

1. The name of the substance and name, address, and emergency telephone number of its manufacturer.
2. The substance's hazardous components, chemical ID and common names, worker exposure limits, and other recommended safe exposure limits.
3. A description of the substance's boiling point and melting point; vapor pressure, vapor density, and evaporation rate; solubility in water and specific gravity; and normal appearance and odor.
4. The flash point, flammability levels, type of equipment needed to put out a fire, and special firefighting procedures to follow.
5. What happens if the substance is combined with other chemicals, air, or water, and what conditions to avoid.
6. Possible health hazards, sign and symptoms of exposure, medical conditions generally aggravated by exposure, and emergency and first aid procedures.
7. What to do in case of a spill, leak, or any accidental release; waste disposal method; and precautions to be taken in handling and storing.
8. Type of protective equipment and safe work practices to be used and followed when working with the substance.

You must receive the MSDS before starting any job using hazardous material about which you are not familiar. Read labels and the MSDS carefully, follow warnings and instructions, use the correct protective clothing and equipment when directed, learn emergency procedures, and practice safe working habits. If you have questions about a hazardous material, ask your supervisor for a complete explanation. Failure to comply with requirements of an MSDS will violate the organization's safety policies.

FIRE PREVENTION

NO SMOKING is allowed in areas involving the storage and/or use of hazardous, flammable or combustible materials.

Fire exits must be unobstructed at all times.

Combustible scrap, debris, and waste must be stored safely and removed from the work site promptly. Covered waste cans must be used for oily waste such as cleaning rags, etc.

Flammable liquids such as alcohol must be kept in closed containers. All spills of flammable or combustible liquids must be cleaned up promptly.

A fire drill is performed by the safety staff of the building once a year.

ELECTRICAL

All students are required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines. Preliminary inspections and/or appropriate tests must be made to determine what conditions exist before starting work on electrical equipment or lines.

All machines, equipment, portable electrical tools, and extension cords must be grounded or have a grounding conductor as applicable. Multiple plug adapters are prohibited.

DO NOT use electrical tools or equipment in wet or damp locations.

Program Chairs are responsible for a yearly check of all equipment that uses electricity and comes into contact with the student or mock patient. A log will be kept in their offices.

USING GOOD BODY MECHANICS

- **When standing:**
 - Wear shoes. They protect your feet from injury, give you a firm foundation, and keep you from slipping.
 - Keep your feet flat on the floor separated about 12 inches (30 cm).
 - Keep your back straight and your head up.
- **When walking/Gait Training:**
 - Keep your back straight as you walk.
 - If helping a person to walk, you may need one arm around the back of the person. Put the other arm at the side or keep ready to help the person if needed.
- **When lifting an object/person:**
 - Your feet should be apart, in a standing position.
 - Keep your back straight.
 - Lower your body to get close to the object.
 - Bend from your hips and knees. **DO NOT** bend at the waist.
 - When turning, rotate your whole body, not just your back.
 - Hold the object/person by putting your hands around it.
 - Keeping your knees bent and your back straight, lift the object using your arm and leg muscles. Do not use your back muscles.
 - If the object/person is too heavy, ask another person to help you.

INFECTION CONTROL

Hands must be properly washed before and after physical contact with patients. When washing, wet the hands and apply ample amounts of soap; rub the soap into a lather and scrub thoroughly, clean your nails and wash hands to above wrist; rinse thoroughly and dry with a paper towel; turn off the faucet with paper towel; and dispose of paper towels properly. When soap and water is not immediately available, moist antimicrobial towelettes and/or sanitizer must be used following the above instructions.

Clothing and protective items (rubber gloves) must be worn as applicable to the task. Such items must be disposed of properly in order to eliminate exposure to self and others. Gloves and other disposable items must be placed in closed containers marked for appropriate disposal.

Where there is possible contact with body fluids, follow universal/standard procedures developed by the Center for Disease Control. To the degree possible, avoid contact with body fluids and wear gloves when such contact is made. Place any materials touched by body fluids in leak proof bags for disposal. Clean up spills promptly with an approved disinfectant. Wash immediately and thoroughly after any such contact. Avoid patient contact if you have cuts, lesions, or dermatitis.

Protect yourself against cuts from needles, lancets, and other sharp instruments by using proper procedures and concentrating on your task. Dispose of needles and other sharp objects promptly and properly in puncture proof containers (red sharp containers).

UNIVERSAL INFECTION CONTROL PRECAUTIONS

Standard (previously known as universal) precautions are the practices adopted by all healthcare workers when potentially coming into contact with any patient's blood or body fluids. They are a set of principles designed to minimize exposure to and transmission of a wide variety of microorganisms.

It is not always possible to tell who has an infection, so BLOOD and BODY FLUIDS from ALL PATIENTS should be treated as INFECTED.

Key Points:

- Treat all blood and body fluids as infected.
- Use good hand hygiene.
- Cover any broken skin.
- Disinfect body fluid spillages correctly. Dispose of waste and excreta carefully.
- Wear protective clothing when dealing with body fluids.
- Use and dispose of sharps appropriately.

Some patients may require specific precautions because of their condition, i.e., isolation nursing (transmission-based precautions).

BLOODBORNE PATHOGENS POLICY

The faculty and staff will comply with the Exposure Plan (EP) as implemented by CBD College's Exposure Occupational Safety Health Agency (OSHA), and California OSHA Universal Precautions Guidelines will be implemented when working in the college laboratory and at the clinical facilities. Faculty and students will comply with additional directives of each facility.

Students admitted into the program shall be informed about the potential exposure to blood or other infectious materials. Completion of the Health Questionnaire, immunizations, and a physical examination are required prior to clinical/externship.

COLLEGE LABORATORY PROCEDURES

1. The following will be available:
 - a. Appropriate sharps containers that are disposed of by the College Policy/Safety Services.
 - b. Bleach and appropriate containers to mix 1:10 parts water to disinfect spilled blood or body fluids. Mixed solutions will be labeled with type of solution and date prepared. Solution will be discharged after 30 days since strength decreases. Body fluid spills on solid surfaces require soaking for ten minutes with the bleach solution prior to wiping off.
 - c. Clean gloves.
2. Faculty and staff will:
 - d. Wear gloves handling body fluids.
 - e. Monitor sharps container to assure safe level of contents.
3. Faculty will:
 - f. Supervise students to assure maintenance of OSHA Standards and Guidelines.

Universal Precautions are reinforced throughout the curriculum of each program. Methods of Instruction will include, but are not limited to: lecture, discussion, audio-visual, return demonstration, quizzes, and implementation at clinical setting. These policies will be updated with the dissemination of new related health and safety information.

CAMPUS SECURITY

It is the intent of CBD College to provide a safe educational environment for both students and staff. Students should immediately report campus crimes or emergencies to a school employee or via security@cbd.edu. The school employee will take appropriate action to promptly and accurately report the crime to the institution's administrative staff. The administrative staff will report such incidents to the proper authorities.

CBD College complies with the Campus Crime Statistics internet-reporting requirements set forth by the U.S. Department of Education. Campus Crime Statistics may be viewed at:

<http://nces.ed.gov/collegenavigator/?q=CBD+College&s=all&id=439367>

CRIME AWARENESS

The College's annual security report is available to any current or prospective student and employees of the college, and may be obtained from the Admissions Department upon request and can be found on the website:

<https://www.cbd.edu/asr>. The security report details any crimes that have occurred on or adjacent to the campus over the past 3 years.

Students and employees are encouraged to report any criminal activity or other emergency situations to the onsite Campus Security Authorities. Reports can be written or verbal, depending on the severity of the situation. Crimes may be reported confidentially. The onsite administrator is responsible for investigating all crimes reported and for taking appropriate action. The College will cooperate with local, State and Federal law enforcement agencies as needed.

HOURS OF OPERATION

	Day Classes	Evening Classes
Dental Assistant, Medical Assistant, Pharmacy Tech & Surgical Tech Mon – Thur (certain Fridays for ST)	9:00 a.m. – 2:00 p.m.	5:00 p.m. – 10:00 p.m. (no eve. for DA classes)
Ultrasound Mon - Fri	9:00 a.m. – 2:00 p.m. (varies by day)	5:00 p.m. – 10:00 p.m. (varies by day)
Magnetic Resonance Imaging, Occupational Therapy Assistant & Physical Therapist Assistant Mon – Fri (days vary per module)	Schedule varies per module	N/A
Schedule of clinicals/externships varies and may include weekends, according to the needs of the specific program and the availability of the externship/clinical site. Consult the department for further information.		
Administrative office	Monday through Friday 8:00 a.m. – 7:00 p.m.	

CLASS SCHEDULE

DA, MA & PHT	
Monthly open enrollment	
DMS AAS	ST
02/26/18 – 01/08/20 evening	09/10/18 – 01/16/20 day & evening
03/26/18 – 02/03/20 day	11/19/18 – 03/26/20 day
06/25/18 – 05/01/20 day	02/04/19 – 01/27/21 day & evening
08/27/18 – 06/26/20 evening	04/15/19 – 04/23/21 day
09/24/18 – 07/31/20 day	06/24/19 – 06/30/21 day & evening
01/02/2019 – 10/30/20 day	09/03/19 – 01/26/21 day
03/11/19 – 01/12/21 evening	11/11/19 – 04/02/21 day & evening
04/01/2019 – 02/01/21 day	
07/01/19 – 04/30/21 day	OTA
09/09/19 – 07/12/21 evening	06/11/18 – 03/09/20 day
09/30/19 – 07/30/21 day	10/08/18 – 07/10/20 day
	02/11/19 – 11/13/20 day
MRI AAS	06/10/19 – 03/19/21 day
11/05/18 – 03/13/20 day	10/07/19 – 07/16/21 day
03/18-19 – 07/10/20 day	
07/15/19 – 10/30/20 day	PTA AAS
11/11/19 – 03/12/21 day	07/02/18 – 03/20/20 day
	10/29/18 – 07/24/20 day
	03/11/19 – 11/20/20 day
	07/08/19 – 04/02/21 day
	11/11/19 – 08/20/21 day
For projected Start Dates, please see the Admissions Office	



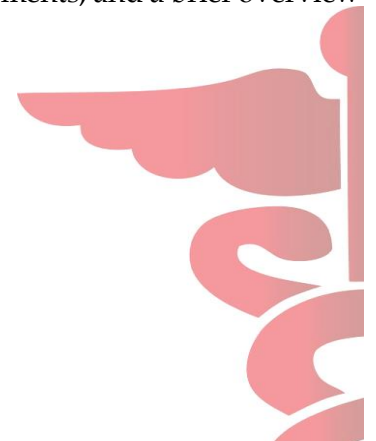
CBD COLLEGE HOLIDAYS

January - December 2020

In observance of the following holidays,
CBD College does not hold classes or will be closed on:

January 1		New Year's Day
January 20	Monday	Martin Luther King, Jr.
February 17	Monday	President's Day
April 12	Sunday	Easter
May 10	Sunday	Mother's Day
May 25	Monday	Memorial Day
June 21	Sunday	Father's Day
July 3	Friday	Independence Day (observed)
July 4	Saturday	Independence Day
September 7	Monday	Labor Day
September 27	Sunday	Yom Kippur/No eve. classes
September 28	Monday	Yom Kippur
November 26	Thursday	Thanksgiving
November 27	Friday	Thanksgiving
December 24-31		Winter Break

Constitution Day is September 17, 2020 and will be observed on September 17, 2020. On this day, CBD holds school-wide sessions in which the ratification of the United States Constitution, amendments, and a brief overview of the Founding Fathers are discussed.



DENTAL ASSISTANT (DA)

900 Clock hours/40 weeks (Total time to complete may vary based on school holidays and breaks)

32 weeks Theory/Lab (20 hours per week) + 8 weeks Externship (40 hours per week)

Program Objective:

This program provides students with the basic knowledge and skills that will qualify them to work as entry-level Dental Assistants both chairside and front office in dental offices and clinics. Other employment possibilities include dental supply vendors and manufacturers, dental hospitals and insurance companies. Upon completion graduates may work as a dental assistant under a licensed dentist as a vital part of the dental office team. The program focuses on tooth morphology, head and neck anatomy, primary and adult dentitions, infection control, dental radiography, preventive and specialty dentistry, and front office procedures.

The Dental Assistant Program at CBD College has been granted PROVISIONAL Registered Dental Assistant (RDA) approval by the Dental Board of California effective July 11, 2018. The Board has granted provisional approval with the intention of revisiting the College within one year of the approval date; however, the provisional approval is valid until the Board revisits the College. Graduates of the program are now eligible to take the RDA licensure exam. The Board will re-evaluate the program in approximately one year to determine whether full approval should be recommended.

Currently, the state of California does not require a state license for employment as a Dental Assistant. However, voluntary licensure is preferred by most employers and may increase employment opportunities.

Requirements for Obtaining Licensure

Applicants for Registered Dental Assistant licensure in California must pass the RDA written examination, the Law and Ethics written examination, and undergo a criminal history investigation prior to receiving a license. Temporary permits are not issued and licensure in another state or country is not recognized.

To qualify for examination and licensure on or after January 1, 2010, you must either:

- A) Be a graduate of a Board-approved Registered Dental Assisting program; **OR**
- B) Complete 15-months and 1280 hours of satisfactory work experience as a dental assistant for a dentist licensed in the United States by the date of application.

Those applying for examination using credit completed in a non-Board approved program, which may be counted towards satisfaction of the 15-months work experience requirement, shall do so using the RDA application form entitled APPLICATION FOR RDA EXAMINATION AND LICENSURE (QUALIFICATION THROUGH SATISFACTORY WORK EXPERIENCE).

NOTE: All applicants are required to provide evidence of having completed an 8-hour Board-approved course in Infection Control and a 2-hour Board-approved course in the Dental Practice Act. Certificates must be dated within five years from the date your application is received by the Board. You are also required to submit evidence of completing a course in basic life support (BLS) offered by the American Red Cross or the American Heart Association. This evidence is required to be a copy of the front and back of the card that is issued to you from the course provider.

Detailed information, including fees, application form(s), fingerprint/Live Scan information, etc., on how to apply to become licensed Registered Dental Assistant in the state of California is available through the Dental Board of California (<http://www.dbc.ca.gov/applicants/rda/becomelicensed.shtml>)

The DA program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Dental Assisting/Assistant (CIP # 51.0601; O-NET # 31-9091.00)

Program Curriculum:

Module #	Course Number	Course Title	Week #	Lecture	Lab	Externship	Clock Hours
I	DA101	Dental Terminology and Asepsis Techniques	1-4	40	40	0	80
II	DA102	Chairside Dental Assisting for General and Specialty Dentistry	5-8	40	40	0	80
III	DA103	Dental Materials & Preventative Techniques	9-12	40	40	0	80
IV	DA104	California Dental Assisting & Expanded Duties Lab 1	13-16	40	40	0	80
V	DA105	California Dental Assisting & Expanded Duties Lab 2	17-20	40	40	0	80
VI	DA106	Dental Radiography	21-24	40	40	0	80
VII	DA107	Dental Practice Management	25-28	40	40	0	80
VIII	DA108	Advanced Clinical & Lab Duties	29-32	40	40	0	80
IX	DA109	Extern	33-40	0	0	260	260
Total				320	320	260	900

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

DA Course Descriptions:**MODULE I DA101 – DENTAL TERMINOLOGY AND ASEPSIS TECHNIQUES (PRE-REQUISITE COURSE)**

Prerequisite: None

Total Clock Hours: 80

This course is an introduction to the Dental Assisting profession. Subjects covered include infection control, basic chairside assisting, the sterilization process for instruments including autoclaving & disinfecting, surface disinfection, equipment barriers, and Personal Protective Equipment. In addition, the course will also cover the oral cavity, anatomy, physiology, dental anatomy and histology. Students will also be taught CPR, HIPPA practices, dental terminology, roles of members in the health team, and dental specialties. The course will also assist in the development of professional skills.

MODULE II DA102 – CHAIRSIDE DENTAL ASSISTING FOR GENERAL AND SPECIALTY DENTISTRY

Prerequisite: DA101

Total Clock Hours: 80

This course provides an introduction to assisting in General and Specialty dentistry. Specialties covered include periodontics, endodontics, orthodontics, pedodontics, oral surgery, and fixed and removable prosthodontics. The course will also teach students to seat and dismiss patients, exchange instruments, maintain handpieces, assist in the delivery of anesthesia, and how to evacuate the oral cavity. In addition, bones, salivary glands, and muscles and nerves of the skull are covered.

MODULE III DA103 – DENTAL MATERIALS AND PREVENTATIVE TECHNIQUES

Prerequisite: DA101

Total Clock Hours: 80

This course provides students the opportunity to learn about and manipulate dental materials. Some of the materials include bases, liners, cements, impression and casting material, as well as restorative materials. Students

are taught to take vital signs and provide patient education and instruction regarding brushing and flossing techniques. Students are also taught pharmacology and preventive medicine along with nutrition and proper oral hygiene. This course also covers medical emergencies.

MODULE IV DA104 – CALIFORNIA DENTAL ASSISTING AND EXPANDED DUTIES LAB 1

Prerequisite: DA101

Total Clock Hours: 80

This course provides students with the opportunity to practice all functions of dental assisting and registered dental assisting as they pertain to general and preventative dentistry and oral surgery. Students will also be able taught regulations, terminologies, supervision categories, and legalities regarding registered dental assisting. Information will be given on continuing education, certifications, and examinations.

MODULE V DA105 – CALIFORNIA DENTAL ASSISTING AND EXPANDED DUTIES LAB 2

Prerequisite: DA101

Total Clock Hours: 80

This course will provide students with the continued opportunity to practice Dental Assisting and Registered Dental Assisting functions. Specifically, students will be taught to take intra/extra oral photographs, place patient monitoring sensors, monitor patients under sedation, and take images for in-office milled restorations. Students will also be taught about the functions of assistants in specialties to include endodontics, orthodontics, and periodontics.

MODULE VI DA106 – DENTAL RADIOLOGY

Prerequisite: DA101

Total Clock Hours: 80

This course will allow students to learn about the basic principles of radiography including physics and production of radiographs. Students will also be taught about the various radiographic errors and how to avoid them. Students will be taught intra-oral techniques for taking radiographs. Students will take, process, and mount bitewing and full mouth radiographs for diagnosis on both mannequins and live patients. Students will also be given an overview of manual and automatic film processing as well as panoramic radiographs. Radiograph duplication will also be covered.

MODULE VII DA107 – DENTAL PRACTICE MANAGEMENT

Prerequisite: DA101

Total Clock Hours: 80

This course will teach students non-clinical aspects of the dental practice. Students will learn phone techniques and etiquette, payment plans, collections, insurance billing and records management, patient records management, appointment scheduling, recall scheduling, inventory management, and computer functions and terminology. Students will also learn about human behaviors and how to recognize certain social behaviors. Students will work on improving communication skills and learning how to enhance patient/clinician relationships. Students will be taught the origins and management of patient fear. Students will also learn how to motivate patients, manage and treat patient pain, and how to encourage patient compliance. Students will be taught how to appropriately care for children, disabled, and geriatric patients. Students will be taught employment search techniques and how to properly complete job applications.

MODULE VIII DA108 – ADVANCED CLINICAL AND LAB DUTIES

Prerequisite: DA101

Total Clock Hours: 80

In this course students will be taught coronal polishing, caries detection with an automated device, placement of pit and fissure sealants, extra oral adjustment of dentures, sizing and placement of provisional stainless-steel crowns, and California Dental Law and Ethics.

MODULE IX DA109 – EXTERNSHIP

Prerequisite: DA101, DA102, DA103, DA104, DA105, DA106, DA107, DA108 *Total Clock Hours: 260*

The Dental externship is an opportunity for students to gain practical on-the-job experience to supplement in class experience. Students will be required to complete 260 hours of externship in a contracted dental facility. The facility can be a private or group practice, a clinic, or an industrial clinic. Externs will be supervised directly by the qualified personnel at the externship site and supervised generally by the college staff. At the completion of extern hours, the student will be evaluated by the supervising site personnel with the final evaluation being placed in the student's college file. Students must complete externship in its entirety to fulfill graduation requirements.

DA SKILLS LABORATORY

The campus skills laboratory is designed to provide students with assignments to learn the many skills necessary for dental assistants. Skills should be practiced in the skills laboratory prior to providing skills in the externship settings.

All Dental Assistant students are permitted to use the skills lab with their assigned instructors. Food and drinks are not allowed inside the skills laboratory.

All supplies should be handled with care and replaced in their storage areas after use. Items requiring replacement or reordering should be reported to the instructor daily or as needed basis.

All students are to participate in the maintenance of the campus skills lab.

Students are to wear their uniforms while working in the skills lab. Shoes should be closed toe, low-heeled and made of leather type material (no canvas). Clothing should be safe without strings or ties that may become tangled and cause harm to the student or to others.

Always be considerate of others when working in the skills lab.

DA LAB/EXTERNSHIP EVALUATION METHOD

The Dental Assistant program contains some courses that consider lab performance as one of the components of the course final grade.

Lab and externship performance are evaluated on a "pass/fail" designation, based upon successful completion of the lab objectives.

Students with a "fail" grade in any of the skills practiced will meet with the instructor and/or director of the program and receive a plan for improvement which may include but is not limited to:

1. Special assignments in the content area
2. Individual/group tutorial in the campus skills lab

During the externship, students will be visited on-site every ten (10) working/clinical days, and a final evaluation will be conducted at the end of externship.

Completion of the externship module

Successful completion of the externship module requires:

- a pass grade on the final evaluation by the externship instructor
- completion of all required 260 hours

DA EQUIPMENT AND MATERIALS

- FOILGON
- Oxygen Unit
- Curing Light Halogen
- Cure Shield Individual
- Retractor Cheek U of MINN
- Retractor Cheek Columbia
- Mirror Riofoto Rhodium-4 adult Xlong occlusal
- Tray Flat Size B-Sky Blue
- Lab Job Pan Plastic Counter-Blue
- Spatula Plaster #11R
- Spatula Plastic Broad
- Green Flex Rubber Bowl X-Large
- Scissors Crown 4 1/2" CVD SM
- High Heat Bite Stick WHT 3/PK
- Packing Inst Circlet DE-Plain R-50
- Scalers DE -204S, H5/33, H6/7, 15/33 Towner, 2/3 Jacquette
- Alcohol Dispenser PL BRN 8 oz
- Sponge Dispenser White 4x4
- Chem/Product 4x4 Label 25, 2x2 Label 25
- Gentle Pulse Pulp Tester + LIP
- Rubber Dam Clamp - #14A
- Plier Johnson Countouring 114
- Mandrel Snapon #7HP 2RA SS - #7 HPC
- Floss Dispenser Plastic
- Tub PL Procead Complete - Blue
- Explorer DE - 3CH
- Aspirating Syringe CW Type
- Calcium Hydroxide Placing Inst
- Hatchets DE - 10-11 (15-8-14)
- Plugger Amalgam - Black 1/2 N-Serr
- Carrier Amalgam Steel DE - Medium/Large
- Excavator DE-18
- Plier College Serrated
- Plier Self Lockl Econ 08-210
- Burnisher DE - 21B
- Burnisher Ball 26/27S DE
- Periodontal Probe SE-Williams Round
- Cavity Prep Chisel DE - 7/10 Chisel (20-15)
- Plastic Filling Inst - #11
- Carver DE - Hollenback 1/2
- Spatula Cement #324
- Chisel Bone Chandler/Gardnr-#1 Chandler
- Mallet Plugging #15
- Art Paper Forcep ECN 08-300
- Carver DE - 3/6 Cleoid-Discoïd
- Matrix Retainer Toff-Universal
- Hemostat Mosquito 5" - Curved, Straight
- Rubber Dam Forcep Brewer, Punch, Frame Reg Metal
- Short Bur Adapter F/12H 5/PK

Books:

- *Modern Dental Assisting – Text and Workbook Package*
- *Dental Instruments: A Pocket Guide*
- *Practice Management for the Dental Team – Text and Workbook Package*

- Steri Bur Guard 12 Hole - Teal, White, Neon Purple, Neon Pink
- Burs/Diamond Merseh Holder Small
- Brush Bur Cleaning W/O HDL
- Bur Carbide Lab Gold Large-84T Taper, 82T Cone
- Bur Carbide FG & RA 10/PK - 1/2 FG, 6 FG, 8FG
- Bur Carbide FG 10/PK-33 1/2 INV Cone, 37L INV Cone, 37 INV Cone, 170 TPR FISS Flatend, 170L TPR FISS Flatend, 331L Pear
- Post Band Remover Long Beak
- Boley Gauge W/Lever 06-800
- Plier-Bird Beak
- Cutter-Dista End Shear & Long Hold
- Cutter-Hard Wire Pin and Lig
- Plier-Arch Forming Tweed Short
- Band Pusher
- Plier-Three Jaw Straight
- Force Module Separator
- Plier-Band Countouring
- Scaler Band Pusher
- Iwanson Metal Spring Caliper
- Mathieu Needle Holders
- Scissors Spencer Stitch 3 1/2
- Plier-How Utility Straight
- Plier-How Utility Offset
- Forceps Surgical Ex-150, 151, 16, 18R, 18L, 88R, 88L
- Ronguers-Friedman 5 1/2"
- Elevator Surg Root Tip SMHD-3 HEIDBRINK
- Elevator Surg-2 HEIDBRINK W/LRG HDL
- Elevator Surg-16 Woodward W/LRG HDL
- Elevator Surg-72 Miller APEXO W/LRG HDL
- Curette Surgical-MOLT #5L
- Elevator Surg Perio #9
- File Bone Miller #21
- File Perio Sugarman 1/2 DE
- Knife Lab #8 Green Handle
- Scissors Kelly Gum ANG/SERR
- Explorer Duralite-#23-6
- Chisel BK/ACT 36/37 PERIO
- Knife DE-#1/2 Orbin, #15/16 Kirkland, #GF11 Goldman Fox
- Explorer DE Endo DG16
- Spreader or Plugger-#80 Plugger, #80 Spreader
- Spiral Filler Lentulo 4/PK-ASST-17MM
- Broach Barbed PHCC 4XF-C 12-ASST XXXF-C
- Safesiders Reamer Intro-25MM
- Drill Gates Glidden CA-ASST #1-6 009-018 32MM
- Drill Peeso CA-ASST #1-6,009-023
- Ruler Endo Right Handed 3"
- ENDO INST GLICK #1 DE
- Root ZX Mini Apex Locator
- Snap-A-Ray Film Holder 3/PK
- Mirror F/S 4&5 CS/SS 12/PK-CS #5

- Mirror Handle CS Octagonal
- Napkin Holder Chrome Autoclavable
- Emergency Spill Kit
- Mercury Spill Kit
- Small Hazard Mat Wall Chart
- Vita Classical Shade Guide
- Instrument Mat - Blue
- Chairside Mini-Darkroom
- Designer Support Frame MTL-Raspberry
- Code Rings REF 50/PK-Black, Blue, Green, Pink, Red, White, Yellow
- Dispensing Gun 10:1
- Ultra Trim Starter Kit 50ML-Shade A2
- Slab Glass 6X3X3/4
- Wheel Buff 4x30
- Amalgamator
- Germicide Tray W/Plas Lid-Blue
- Apron Lead Adult Vinyl W/COLL, gray #66-0050
- Amalgam Well
- Mouth Props Black Rubber 2/PK Adult
- Rubber Dam Clamp #7
- Scalpel Handle #4 19-4000
- High Pull Headgear Safety Rel
- Face Bow .045 Standard
- Tray Rack Long Side Load SZ B
- Opti Klens I Eyewash Fountain
- Rubber Dam Stamp for 6" Dam
- Towel Clamp Backhaus 5 1/4"
- Stethoscope Dual Head Grey
- Sphygmomanometer Adult
- Spatula Ergonomic Plastic, Blue
- XCP Inst W/O BW
- Illuminator Slimline DE-100 Grey
- Lab Burner Lenk W/60z
- Multi use Compule Dispensor
- Curing Light Meter
- Crown Isoform Bic Start 64
- Crown Poly Starter Kit 180
- Facebow Transfer Whip Mix
- Diagnodent Caries Detector
- Facebow Bite Plane
- Ortho Brackets/2nd bicuspid to 2nd bicuspid color coded
- Untk Crown SS Perm Mol 84
- Thermometer Digital, FARENHT
- Apron Hanger 2"x12"
- Highspeed Handpiece
- Lowspeed Handpiece Kit
- Duplicator Slimline
- Iris USB 2.0 Intraoral Camera
- AT2000 X-Ray Processor
- Dentalfoto Camera Kit
- Schick 33 Size 2 Sensor W/6

- CDR Elite Remote Module
- USB Remote HS Cable (2 meter)
- Schick Elite Adhesive Starter Kit Size 2
- ProX Intraoral w/80" Arm Length, Dual Stud Plate
- Stone Vibrator 4"
- Model Trimmer 10" w/ Solenoid
- Vacuum Forming Unit
- 3.5 Gal Plaster Trap Kit
- Model 26 Red Wing Lathe
- Splash Pan W/O light shield
- Safety Shield for Trimmer
- 16 Chuck/Changer w/ Accessories
- VacStar 50H Vacuum System w/ HydroMiser
- Air Star 30C Oil Free Air Compressor w/ Sound Reducing Cover
- Remote Water Control Valve w/ Filter (24V)
- Remote Control Panel 4 Switch (24V)
- Remote Air Intake Kit- Air Star 21/22/30
- Isolation Pads for Compressor
- Biosonic UC125 1.25 GAL
- Accessory Kit
- Reliant Sterilizer System
- A2260 Alliant Chair
- Contoured Floor Box and Frame with Internal umbilical
- A2160 Alliant Assistant's Stool
- A2150 Alliant Operator's Stool
- A5160 Dental Light- Compass Mounted Stand Alone
- Monitor Post, Compass Mount
- A6630 Dual Cart
- 2 Liter Water Bottle

MEDICAL ASSISTANT (MA)

920 clock hours/ 41 weeks (Total time to complete the program may vary based on school holidays and breaks)
36 weeks Theory/Lab (20 hours per week) + 5-week externship (40 hours per week)

Program Objective:

The Medical Assistant program is designed to prepare students for employment as entry-level Medical Assistants. The program focuses on both administrative and clinical competencies and designed for students who wish to pursue a career in the Allied Health profession. Upon completion, graduates may pursue a career in a clinical setting under the supervision of a licensed physician and function as a vital part of the healthcare team. Education is focused on anatomy and physiology of all body systems, administrative functions such as appointment scheduling, insurance billing, and office management, as well as clinical functions including administering medications, venipuncture skills, obtaining and recording medical histories, vital signs, and preparation of the patient and treatment rooms for physician examinations.

The MA Program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Medical Assistant (CIP # 51.0801; O-NET # 31-9092.00)

Program Curriculum:

Module #	Course Number	Course Title	Week #	Lecture	Lab	Externship	Clock Hours
I	MA001	Introduction to Medical Assisting	1-4	40	40	0	80
II	MA002	Administrative Procedures and Office Management	5-8	40	40	0	80
III	MA003	Medical Records, Assisting with Physical Examinations and Pharmacology	9-12	40	40	0	80
IV	MA004	Medical Insurance, Billing and Coding	13-16	40	40	0	80
V	MA005	Anatomy and Physiology I	17-20	40	40	0	80
VI	MA006	Anatomy and Physiology II	21-24	40	40	0	80
VII	MA007	Clinical Assisting	25-28	30	50	0	80
VIII	MA008	Microbiology, Minor Surgical Procedures and Medical Emergencies	29-32	40	40	0	80
IX	MA009	Medical Specialties, Rehabilitation and Nutrition	33-36	40	40	0	80
X	MA010	Externship	37-41	0	0	200	200
Total				350	370	200	920

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

MA Course Descriptions:

MODULE I MA 001 – INTRODUCTION TO MEDICAL ASSISTING

Prerequisites: None.

Total clock hours: 80

This module identifies the duties and responsibilities of a Medical Assistant. Subjects covered include medical specialties, vital signs, elements and types of communication, effective communication strategies, the six C's for writing an accurate patient history, the four D's of negligence and the four C's of malpractice prevention. In addition, students will be introduced to the OSHA standard and its role in protecting healthcare workers. Safety precautions and methods of infection control will also be applied.

MODULE II MA 002 – ADMINISTRATIVE PROCEDURES AND OFFICE MANAGEMENT

Prerequisites: None.

Total clock hours: 80

This module serves as an introduction to the basic organizational design of the medical office and office management. Topics covered include computer hardware and software, as well as telecommunications equipment (phone, email and facsimile). In addition, students will be introduced to proper telephone etiquette, call screening and triage techniques. Students will become familiar with different appointment scheduling techniques and proper setup of an appointment matrix. Federal and state guidelines as they pertain to patient care will also be discussed, including liability coverage, risk management and ethical behavior. Patient education modalities will be covered, including factors that affect learning and teaching.

MODULE III MA 003 – MEDICAL RECORDS, ASSISTING WITH PHYSICAL EXAMINATIONS AND PHARMACOLOGY

Prerequisites: None.

Total clock hours: 80

This module explains the importance of patient medical records, identifies the purpose of the general physical exam, highlights the Medical Assistant's role in patient examinations and provides a general introduction to Pharmacology. Students will be introduced to all pertinent documents that comprise a complete medical record and understand the advantages and disadvantages of a variety of documentation techniques. The differences between Electronic Medical Records (EMR), Electronic Health Records (EHR) and Personal Health Records will also be reviewed. Additional topics of instruction include patient draping and positioning, gynecological examinations, pharmacodynamics, pharmacokinetics and pharmacotherapeutics. Students will be introduced to the different parts of a prescription, including commonly used abbreviations and symbols. Safe dosage calculation techniques and injection administration will also be discussed.

MODULE IV MA 004 – MEDICAL INSURANCE, BILLING AND CODING

Prerequisites: None.

Total clock hours: 80

This module serves as an introduction to the world of insurance, health coverage, billing, coding and proper utilization of the CMS-1500 form. Students will define and explain the terms most commonly employed in the insurance industry, compare different types of insurance plans, and outline the requirements for coverage by Medicare, Medicaid, TRICARE and CHAMPVA programs. ICD coding modalities will be covered specifically focusing on the conventions utilized by ICD-10-CM. CPT guidelines and procedures including E/M coding will be described. Furthermore, topics related to accounts receivable and accounts payable will be outlined; including patient financial transactions, billing cycles, accounting systems, bank endorsements/reconciliation, credit and collection laws as well as the importance of good bookkeeping practices.

MODULE V MA 005 – ANATOMY AND PHYSIOLOGY I

Prerequisites: None.

Total clock hours: 80

This module emphasizes the principles of human anatomy and physiology as they pertain to the Musculoskeletal, Cardiovascular, Lymphatic, and Immune Systems. Students will be introduced to the 5 levels of body organization with a focus on major biochemical, mechanical and cellular biology theories. Medical and anatomical terminology will be introduced. Additional topics of instruction include anatomical regions, quadrants, cavities and planes;

along with a discussion regarding common signs/symptoms of diseases, their treatment and the normal aging process as it relates to each body system mentioned above.

MODULE VI MA 006 – ANATOMY AND PHYSIOLOGY II

Prerequisites: None.

Total clock hours: 80

This module emphasizes the principles of human anatomy and physiology as they pertain to the Respiratory, Digestive, Nervous, Urinary, Reproductive, and Endocrine Systems; as well as the Special Senses. Medical and anatomical terminology will be introduced. Students will discuss common signs/symptoms of diseases, their treatment and the normal aging process as it relates to each body system mentioned above.

MODULE VII MA 007 – CLINICAL ASSISTING

Prerequisites: None.

Total clock hours: 80

This module explains the role of the Medical Assistant as it pertains to common back office modalities. Students will become familiar with proper methodologies regarding the collection, processing and testing of venous blood samples. Alternate blood collection techniques will also be introduced. Subsequent content matter includes Electrocardiography basics, Holter Monitors, Cardiac Stress testing and Pulmonary Function testing and procedures. A Medical Assistant's hand in common diagnostic Radiology procedures will also be reviewed; in addition to risks and safety precautions associated with Radiology work.

MODULE VIII MA 008 – MICROBIOLOGY, MINOR SURGICAL PROCEDURES AND MEDICAL EMERGENCIES

Prerequisites: None.

Total clock hours: 80

This module presents and explains the Medical Assistant's role in the field of Microbiology and provides necessary preparation to complete OSHA and HIPPA training as well as CPR Certification. Students will be introduced to the topic of microorganisms (bacteria, virus, protozoa, fungi and parasites), their various classifications and their impact on the human disease process. Surgical instrumentation, medical asepsis and sterilization techniques and modalities will also be reviewed; as well as a Medical Assistant's role/responsibilities during an in office surgical procedure. Additionally, students will become familiar with the processes involved in recognizing and assisting in the treatment of medical emergencies. Crash carts and first aid will be reviewed as well as patients experiencing psychosocial emergencies.

MODULE IX MA 009 – MEDICAL SPECIALTIES, REHABILITATION AND NUTRITION

Prerequisites: None.

Total clock hours: 80

This module provides an overview of a variety of medical specialties, the Medical Assistant's duties within them and identifies common diseases and disorders related to these same fields. General principles of Physical Therapy will be applied including exercise therapy, therapeutic massage, hot and cold therapy, gait training, patient transfer and patient education. Nutrition and its importance in the achievement of homeostasis will be reviewed. Students will become comfortable identifying patients who may require special diets and modifications required for each. Warning signs, symptoms and treatments for various eating disorders will be characterized.

MODULE X MA 010 – EXTERNSHIP

Prerequisites: None.

Total clock hours: 200

Upon successful completion of all modules, Medical Assistant students will participate in a 200-hour externship at an approved facility. This will provide the student with the opportunity to apply principles and practices learned in the program and utilize entry-level Medical Assisting skills in a real-world environment.

MA SKILLS LABORATORY

The campus skills laboratory is designed to provide students with assignments to learn the many skills necessary for entry-level Medical Assistants. Skills should be practiced in the skills laboratory prior to the exercising of skills in an externship setting.

All Medical Assistant students are permitted to use the skills laboratory while in the presence of an assigned instructor. Food and drinks are not allowed inside the skills laboratory in accordance with current OSHA policies and procedures.

All supplies should be handled with care and replaced in their storage areas after use. Items requiring replacement or reordering should be reported to the instructor daily or on an as needed basis.

All students are to participate in the maintenance of the campus skills laboratory. Always be considerate of others when working in the skills laboratory.

Students are to adhere to current CBD College Dress Code policies while on campus. Please refer to page 43 of this Campus Catalog for a complete delineation of the Dress Code policy.

MA LAB/EXTERNSHIP EVALUATION METHOD

The Medical Assistant program considers a student's laboratory performance as a factor in the determination of a student's overall modular grade. 40% of the final modular grade will be based on laboratory proficiency.

Students with a "fail" grade in any of the skills practiced will meet with the instructor and/or Program Director and receive a plan for improvement which may include but is not limited to:

1. Special assignments in the required content area
2. Individual/group tutoring sessions in the campus skills lab

During externship, students will be visited on-site by the Medical Assistant Program Coordinator and/or Program Director to evaluate progress and a final evaluation will be conducted at the completion of 200 hours.

Completion of the externship module

Successful completion of the externship module requires:

- A "Pass" grade on the final evaluation by the externship supervisor
- Completion of the required 200 hours

MA EQUIPMENT AND MATERIALS

• 3-Step Ladder • Adult and Pediatric Snellen Charts • AED • Autoclave • Biohazard Trash Can • BP Monitor w/Digital Multicuff • Centrifuge, Microhematocrit Centrifuge • Digital adult scale • EKG Machine • Electronic health records and practice management software • Emergency Eyewash Station • Exam Table, Mayo stand • Eye Chart • Eye Wash Station • Glucometer, Otoscope, Ophthalmoscope • Gooseneck Lamp • Holter Monitor	<u>Books:</u> • <i>Today's Medical Assistant</i> • <i>Elsevier Adaptive Quizzing for Today's Medical Assistant</i> • <i>SimChart for the Medical Office: Learning the Medical Office Workflow – Elsevier eBook on VitalSource & SimChart for the Medical Office</i> • <i>Mastering Healthcare Terminology</i>
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● Instruments for examinations and minor procedures ● Ishihara plates for color vision ● Jaeger visual acuity cards ● Laryngeal mirror, Nasal speculum, Reflex hammer ● Microscope ● Model skeleton ● Peak Flow Meter ● Pediatric Scale, Adult Scale w/ Height Bar ● Pen Light ● Phlebotomy Chair, Venipuncture Arm ● Pulse Oximeter ● Refrigerator ● Sharps Container ● Skin Staple Remover ● Sphygmomanometers (manual and electronic) ● Spirometry machine ● Surgical Instruments ● Teaching Stethoscope, Audiometer ● Thermometer (temporal, aural and oral) ● Tripod Cane, Quad Base Cane ● Tube Gauze Applicator ● Tuning Fork ● Vital Signs Monitor ● Walker, Wheelchair, Crutches, Standard Cane, Gait Belt	
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MAGNETIC RESONANCE IMAGING (MRI)

58 quarter credits / 40 weeks (Total time to complete the program may vary based on school holidays and breaks). The 40 weeks include Theory (range of 4-11 hours per week) and Clinical externship (range of 20-24 hours per week).

Program Objective:

The post-associate Magnetic Resonance Imaging (MRI) Program is reserved for students who are already ARRT, NMTCB or ARDMS registered technologists, and it is designed to prepare entry-level MRI technologists competent in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains. This preparation is accomplished through didactic and clinical instruction in the theoretical knowledge, skills, and responsibilities of an MRI technologist. The successful program graduate will be able to perform appropriate MRI scanning examinations and procedures, record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of MRI diagnostic services, provide appropriate and compassionate patient care and safety for patients undergoing MRI examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.

A graduate of the MRI Program will be qualified to work as an entry-level MRI technologist in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, or a mobile MRI service; as a freelance MRI technologist; or as a traveling MRI technologist.

It is strongly recommended that upon successful program completion, graduates take as soon as reasonably possible the ARRT MRI Post-Primary Pathway credentialing examination. The great majority of employers require the MRI graduates to be credentialed by the nationally recognized American Registry of Radiologic Technologists (ARRT). The AART MRI Post Primary Pathway credentialing eligibility requirements include:

- Education requirement:
 - Being ARRT certified and registered in an appropriate supporting category. In some cases, your certification by the Nuclear Medicine Technology Certification Board (NMTCB) or the American Registry for Diagnostic Medical Sonography (ARDMS) can count as your supporting category
 - Meeting the structured education requirement
 - Meeting the clinical experience requirement
- Ethics - in order to become a candidate for certification and registration, you must demonstrate good moral character. Review the ARRT website to learn more about the ethics requirements and how you can request an ethics review preapplication
- Examination - after you meet the education and ethics requirements, you'll need to pass an exam before earning ARRT credentials.

Detailed information regarding credentialing requirements is available through the American Registry of Radiologic Technologist:

<https://www.arrt.org/earn-arrt-credentials/requirements/postprimary-requirements>

To successfully complete the program, the students of the MRI program must pass all core theory courses with a grade of 75% or better, and must pass the clinical externship courses with a grade of 80% or better.

The program is delivered via distance education.

Upon successful completion of the program, graduates may obtain employment as:

- Magnetic Resonance Imaging (MRI) Technologist/Technician
(CIP # 51.0920; O-NET # 29-2035.00)

Term #	Module Title	Week #	Quarter Credits
I	Physical Principles, Instrumentation and Imaging, Sectional Anatomy/Clinical I	1-15	28.5
II	Sequence Parameters, Data Acquisition and Processing/Clinical II	16-30	17.5
III	Registry Review/Clinical III	31-40	12.0
Total:			58

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

Program Curriculum:

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credits
DMRI 100	MRI Safety and Patient care	30	0	0	3.0
DMRI 101	Sequence Parameters, Options, Data Acquisition and Processing I	45	0	0	4.5
DMRI 102	Cross Sectional Anatomy, Pathology and Imaging Procedures I	45	0	0	4.5
DMRI 103	Physical Principles of Image Formation	45	0	0	4.5
DMRI 104	Clinical I	0	0	360	12.0
DMRI 200	Sequence Parameters, Options, Data Acquisition and Processing II	30	0	0	3.0
DMRI 201	Cross Sectional Anatomy, Pathology and Imaging Procedures II	45	0	0	4.5
DMRI 202	Clinical II	0	0	300	10.0
DMRI 300	Registry Review	40	0	0	4.0
DMRI 301	Clinical III	0	0	240	8.0
TOTAL		280	0	900	58

MRI Course Descriptions:

MODULE I DMRI 100 – MRI SAFETY AND PATIENT CARE

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing.

Co-requisite: Concurrent Module I courses

Quarter Credits: 3.0

This course introduces the basic principles of MR safety and covers the basic concepts of patient care and management. Educating patients and ancillary staff on magnet safety also is presented. Patient and magnet-related emergencies represent a unique situation to an MR technologist; recommended procedures and responsibilities of the technologist will be discussed for these situations. This content also covers MR contrast agents. This course is meant to prepare the student to deliver compassionate and effective patient care, while maintaining a safe MRI environment for patients, visitors, maintenance staff and other medical personnel and following the ethics and laws about patient rights, confidentiality and dignity. Moreover, this course provides a fundamental background in ethics. The historical and philosophical bases of ethics and the elements of ethical behavior are discussed. The student examines a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles also are presented. Topics include misconduct, malpractice, legal and professional standards. The importance of proper documentation and informed consent is emphasized.

MODULE I DMRI 101 – SEQUENCE PARAMETERS, OPTIONS, DATA ACQUISITION AND PROCESSING I

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing.

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.5

This course is designed to initiate the student to a comprehensive overview of MR imaging parameters, imaging options, pulse sequences, data manipulation, image formation and image contrast. Pulse sequences include spin echo, fast spin echo, gradient echo, and inversion recovery. It also provides the student with knowledge of the parameters and imaging options used to create MR images. In addition, the content introduces quality assurance measures used in maintaining image quality. Finally, this introduces knowledge in computing and information processing. It presents computer applications in the radiologic sciences related to image capture, display, storage and distribution. Additional content is designed to provide the basic concepts of patient information management. Medical records management, including privacy and regulatory issues, are examined. The role of the technologist is identified and discussed. In addition, this content conveys an understanding of the components, principles and operation of digital imaging systems found in MR, image data management, storage and data manipulation (post-processing). Factors that impact image acquisition, display, archiving and retrieval are discussed.

MODULE I DMRI 102 – CROSS SECTIONAL ANATOMY, PATHOLOGY AND IMAGING PROCEDURES I

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing.

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.5

This is a study of human anatomy and physiology, of the related main pathologies as seen in multiple sectional planes, and of the MRI imaging procedures more suitable to image and show them (type of sequences, type of contrast agent, patient set up). Bones, tendons, muscles, nerves, vascular structures, organs and soft tissues of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head/face, soft tissue neck, and musculoskeletal. Moreover, this course provides the student with imaging techniques related to the central nervous system (CNS – brain and spine), head/face, neck, and musculoskeletal system. The content covers specific clinical application, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols (e.g., slice thickness, phase direction and flow compensation), and positioning criteria. Anatomical structures and the plane that best demonstrates anatomy are discussed as well as signal characteristics and appearance of normal and abnormal structures and how to distinguish and identify them.

MODULE I DMRI 103 – PHYSICAL PRINCIPLES OF IMAGE FORMATION

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing.

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.5

This course provides the student with a comprehensive overview of MR imaging principles. Topics include the history of MR, nuclear MR signal production, tissue characteristics, pulse sequencing, imaging parameters/options and image formation. Moreover, it provides a comprehensive overview of the instrumentation associated with MR imaging. Topics include: magnetism, properties of magnetism, MR system components, MR magnets (permanent, resistive, superconducting, hybrid), radiofrequency (RF) systems, gradient systems, shim systems and system shielding. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired and required.

MODULE I DMRI 104 – CLINICAL I

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing.

Co-requisite: Concurrent Module I courses

Quarter Credits: 12.0

Content is presented as a progression in competency levels through clinical performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student can perform the activity under direct supervision. When both the student and clinical instructor are satisfied with the student's proficiency, the student performs studies under indirect supervision to gain experience and expertise in MRI imaging. Clinical training and direct/indirect supervision is provided by the local ARRT registered professional/technologist clinical instructor, in the affiliated clinical settings.

MODULE II DMRI 200 – SEQUENCE PARAMETERS, OPTIONS, DATA ACQUISITION AND PROCESSING II

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing and Module I

Co-requisite: Concurrent Module II courses

Quarter Credits: 3.0

This course is designed to complete the student comprehensive overview of MR imaging parameters, imaging options, pulse sequences, data manipulation, image formation and image contrast. Pulse sequences include spin echo, fast spin echo, gradient echo, and inversion recovery. It also provides the student with knowledge of the parameters and imaging options used to create MR images. In addition, the content introduces quality assurance measures used in maintaining image quality. Finally, this introduces knowledge in computing and information processing. It presents computer applications in the radiologic sciences related to image capture, display, storage and distribution. Additional content is designed to provide the basic concepts of patient information management. Medical records management, including privacy and regulatory issues, are examined. The role of the technologist is identified and discussed. In addition, this content conveys an understanding of the components, principles and operation of digital imaging systems found in MR, image data management, storage and data manipulation (post-processing). Factors that impact image acquisition, display, archiving and retrieval are discussed.

MODULE II DMRI 201 – CROSS SECTIONAL ANATOMY, PATHOLOGY AND IMAGING PROCEDURES II

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing and Module I

Co-requisite: Concurrent Module II courses

Quarter Credits: 4.5

This is a study of human anatomy and the related main pathologies as seen in multiple sectional planes and of the MRI imaging procedures more suitable to image and show them. Bones, tendons, muscles, nerves, vascular structures, organs and soft tissues of the following anatomical regions are studied: cardiovascular, thorax, breast, abdomen and male and female pelvis. Moreover, this course provides the student with imaging techniques related to the thorax and abdominopelvic regions. The content covers specific clinical application, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols (e.g., slice thickness, phase direction and flow

compensation), and positioning criteria. Anatomical structures and the plane that best demonstrates anatomy are discussed as well as signal characteristics of normal and abnormal structures and how to distinguish and identify them.

MODULE II DMRI 202 – CLINICAL II

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing and Module I

Co-requisite: Concurrent Module II courses

Quarter Credits: 10.0

Content is presented as a progression in competency levels through clinical performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student can perform the activity under direct supervision. When both the student and clinical instructor are satisfied with the student's proficiency, the student performs studies under indirect supervision to gain experience and expertise in MR imaging. Clinical training and direct/indirect supervision is provided by the local ARRT registered professional/technologist clinical instructor, in the affiliated clinical settings.

MODULE III DMRI 300 – REGISTRY REVIEW

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing and Module I, II

Co-requisite: DMRI 301

Quarter Credits: 4.0

This course provides a comprehensive review of all the topics covered from the very beginning of the Program in all the previous modules' didactic courses. Through this course the students will review and consolidate the learning, understanding and the ability to apply their knowledge to the clinical setting for the following learning outcomes: MRI Safety, Patient Care, Imaging Procedures, Sequence Parameters and Options, Data Acquisition and Processing and Physical Principles of Image Formation.

MODULE III DMRI 301 – CLINICAL III

Prerequisites: Be an ARRT, ARDMS, or NMTCB Registered Technologist in good standing and Module I, II

Co-requisite: DMRI 300

Quarter Credits: 8.0

Content is presented as a progression in competency levels through clinical performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student can perform the activity under direct supervision. When both the student and clinical instructor are satisfied with the student's proficiency, the student performs studies under indirect supervision to gain experience and expertise in MR imaging. Clinical training and direct/indirect supervision is provided by the local ARRT registered professional/technologist clinical instructor, in the affiliated clinical settings.

MRI CLINICAL GRADING

All grading of the clinical education courses is the responsibility of the Clinical Coordinator.

The number of MRI Procedures and their Repetitions, and the MRI Safety Requirements for which the student has earned competency and the Clinical Evaluation Forms, will be used to assess MRI student's clinical performance. Copy of the above procedures/repetitions and requirements forms, duly filled, dated and signed/initialized, must be delivered to the Clinical Coordinator either in person or by e-mail as pdf or jpg attachments every 4 (four) weeks for Module I and II, and every 3 (three) weeks for Module III, and during the last week of each Module. Copy of all Clinical Evaluation Forms, duly filled, dated and signed, must be returned to the Clinical Coordinator by the student either in person or by e-mail as pdf or jpg attachments as soon as completed during the week for which they are due, or absolutely not later than the week following their due week of completion as per the Clinical

Syllabus (weekly course content). These procedures, requirements and evaluation forms are a means of recording a student's clinical performance and professional development. They also assist the student in recognition of their growth as an MRI technologist and assist in planning future clinical experiences. It assists the clinical instructor in determining strengths and weaknesses of the student's clinical performance while planning new learning experiences and it assists the Clinical Coordinator in determining strengths and weaknesses in the overall academic curriculum and in determining ways in which the individual student may be assisted in achieving individual clinical education objectives.

If a student is having difficulty with the clinical requirements, it is best to discuss this first with his/her local clinical instructor, and then with Clinical Coordinator and/or the Program Director at CBD College as soon as possible. Appropriate steps including guidance and transfer to a different clinical site when possible, may be considered, if/when deemed appropriate and at the discretion of the Clinical Coordinator and/or Program Director.

If a student fails a clinical course they may be unable to continue with the program. The student may be invited to apply for re-admission into the MRI program with the following cohort.

If it is determined through consultation with the clinical instructor that performance is unsatisfactory and the student can verify that there were extenuating circumstances to their inability to be successful within the allotted time, the Clinical Coordinator may offer the student an incomplete grade with terms for removal of it established by the Clinical Coordinator. An action plan will be constructed by the Clinical Coordinator with input from the student to address the terms for removal of the incomplete grade. The Clinical Coordinator may seek input from academic faculty and the clinical instructor when constructing remedial action plans. Incomplete clinical coursework may interrupt the student's ability to proceed with subsequently scheduled didactic or clinical courses.

MRI ACADEMIC INTEGRITY

STUDENTS ARE REQUIRED TO TAKE ALL THE EXAMS AND QUIZZES LISTED IN THE SYLLABUS. IT IS NOT PERMITTED TO SKIP ANY TEST.

TESTING ENVIRONMENT

CBD students are expected to take their tests following and complying with ethical behavior and integrity principles.

Any kind of communication among students during or about a test, in any kind of language and with any kind of system, is an example of academic dishonesty.

Students found cheating or engaged in any means of academic dishonesty are at risk of immediate termination.

Any questions relative to clarification of test instructions are to be directed to the instructor, not other students.

General testing procedures

1. Online Quizzes and Exams (tests) are timed and can be taken any day and time of the week during which they are scheduled and made available.
2. Students are advised to take the tests using a PC with a stable internet connection, and in an environment free of distractions and sources of interruption.
3. Once the test has been started it cannot be paused, and should be completed and submitted within the allotted time. Tests not submitted by the student will be automatically submitted by the system at the end of the allotted time.
4. The online test taking must be a solitary activity and no cooperation and communication with other students is allowed during the test week, about the test. Measures are in place to verify that any submitted test is the result of a solitary student activity and not of a collaboration between students.

5. The testing weeks open on Mondays at 1:00am PST and close on Sundays at 11:00pm PST. An exception to this might occur for the final exams' week which might start and end on different days rather than the ones mentioned here above and it will be announced well in advance.

A student found violating any of these general testing procedures or exercising any practice that qualifies as academic dishonesty will have the test invalidated, with no opportunity to be retaken.

Students not taking and submitting a test during the allotted week will be automatically placed under the retake policy.

REVIEW OF QUIZZES AND EXAMS (TESTS)

Tests will be available for review after all of the students in the program have taken them and after the tests' submissions have been deactivated.

RETAKE POLICY

The retake policy limits students retaking an exam to earn a maximum of the minimum pass score established for the course.

This policy applies to students who miss a test without an excused absence and to those who fail a test.

Scores on the first attempt (if applicable) and on the retake will be compared and the highest score will be recorded, in case the student fails the retake.

Students will have 1 (one) opportunity to retake a test, within 1 (one) week of the failed/missed test, or until the last day of the course, whichever occurs first.

The number of retakes is limited to 1 (one) in each Module.

Plan for improvement

A Plan for improvement will be provided for students not achieving the minimum pass score in any given test.

The theory instructor will identify the areas needing improvement and will develop a plan indicating the areas needing improvement and the steps to be followed, allowing the students, if applicable, to retake the failed test, under the retake policy conditions, observing the timeframe of 1 (one) week of the failed/missed test, or until the last day of the course, whichever occurs first.

Remediation Plan

The remediation plan is an intensive intervention to help students with failing average scores to bring their GPA to the minimum required to pass the course. This plan is developed by the theory instructor and may include tutoring sessions, research projects and other didactic methodologies applicable to address the problem as deemed appropriate by the instructor.

Students not reaching the minimum pass score average at any given month during a Module will be advised to follow the Remediation Plan individually created to optimize the weak areas.

Failure in achieving the minimum pass score at the end of the module may result in immediate termination from the program.

PARTICIPATION & USE OF MRI SCANNERS

If you choose to participate in the clinical training, you understand that no commitment is made by CBD College to provide free medical care or compensation for your participation or any adverse results because of your participation. Clinical training rotations are for educational purposes only and will be used to diagnose medical conditions of patients only.

Although MRI is considered a safe imaging modality and does not emit the damaging ionizing radiation that is found in X-ray and CT imaging, it does employ a strong magnetic field. Students should notify their clinical instructor and Clinical Coordinator of any form of metallic, electronic, medical or non-medical implant, device, object on or inside their body prior to enter the MRI scanner room.

Prior to having an MRI scan, the following should be taken into consideration:

- Students with implants, particularly those containing iron, electronic implants such as pacemakers, vagus nerve stimulators, implantable cardioverter-defibrillators, loop recorders, insulin pumps, cochlear implants, deep brain stimulators, and aneurysm clips and capsules from capsule endoscopy should not approach and enter the MRI scanner room and their condition might not be compatible with the MRI clinical training.
- Noise: loud noise commonly referred to as clicking and beeping, as well as sound intensity up to 120 decibels in certain MR scanners, may require special ear protection when in the MRI scanner room.
- Pregnancy: while no negative effects have been demonstrated on the fetus, it is recommended not to enter the MRI scanner room as a precaution especially in the first trimester.

Students are expected to practice the principles of ALARA (As Low As Reasonably Achievable.) Guidance to be followed when participating in MRI lab training sessions includes:

- Users should familiarize themselves with the equipment.
- Use the minimum RF output power necessary to optimize image quality while keeping SAR low.
- Reduce the procedure time when possible.
- Do not perform studies without a reason and without the clinical instructor or clinical coordinator approval and supervision.
- Do not prolong sessions without reason.

The Certificate Diploma MRI Program prohibits the use of MRI on friends and family. Such use is a significant breach to CBD College's legal liability and will result in disciplinary action.

References:

1. ARRT Post-Primary Pathway Magnetic Resonance Imaging Didactic and Clinical Competency Requirements

COMPUTER, HARDWARE, SOFTWARE, AND SKILLS REQUIREMENTS FOR ONLINE COURSES

Students must be computer literate and have access to the following computer hardware and software to successfully complete the Online Courses:

Computer Skills

- Ability to use web browsers
- Ability to enter Uniform Resource Locators (URLs)
- Ability to download and save files from the Internet
- Be able to complete online forms
- Be able to cut or copy and paste
- Be familiar with web-based email

Hardware

- Access to Internet Service - Dial up/56K modem minimum, DSL or cable modem preferred (the faster, the better)
- Printer and Scanner (you may need to print or scan documents)
- Monitor that will display at least 800x600 pixels (1024x768 preferred)
- Max. 5 years old or newer PC when possible, with at least 2 GB of RAM

Software

- Windows XP, Vista or better (7, 10; users of Windows 10 need to download the Windows 10 Anniversary Update) running the latest version of the free internet browser software Google Chrome, Internet Explorer or Firefox. Or Mac OSX 10.6 and newer.
- Java, JavaScript, and cookies must be enabled in your browser of choice
- Pop-up blocking software may need to be disabled
- PDF reader - Adobe Acrobat Reader DC
- Microsoft Office or at least Microsoft Word. OpenOffice is acceptable: free software is available at <http://www.openoffice.org> and it is required to save files in .doc or .rtf format.

MRI EQUIPMENT AND MATERIALS

• Computer • Windows 7 or above, or Mac 10.10 or above • 2GB RAM • 100MB free space, minimum • 16 Bit sound card • Computer display with 1024x768 or 1280x720 minimum resolution, 32-bit color graphics • Broadband internet connection (Cable/DSL recommended) • Keyboard • Mouse/trackpad • Internal or external webcam • Speakers and microphone • Printer	Books: • <i>Patient Care in Radiography: With an Introduction to Medical Imaging</i> • <i>Rad Tech's Guide to MRI: Imaging Procedures, Patient Care, and Safety</i> • <i>MRI in Practice</i> • <i>Sectional Anatomy for Imaging Professionals</i> • <i>CT & MRI Pathology: A Pocket Atlas</i> • <i>Rad Tech's Guide to MRI: Basic Physics, Instrumentation, and Quality Control</i> • <i>Handbook of MRI Scanning</i> • <i>Review Questions for MRI</i> Software: • Google Chrome 30, Firefox 25.0, Safari 6, or Internet Explorer 10 • Adobe Flash Player (latest version) • Microsoft Word (or word processing software that can save files in the .doc or .docx format) • Snagit
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PHARMACY TECHNICIAN (PHT)

720 clock hours/36 weeks (Total time to complete the program may vary based on school holidays and breaks)
28 weeks Theory/Lab (20 hours per week) + 8 weeks externship (20 hours per week)

Program Objective:

This Pharmacy Technician program provides students with the basic knowledge and skills that will qualify them to work as entry-level Pharmacy Technicians in retail and hospital facilities. Upon successful completion of the training, the graduate will be able to identify and understand drug nomenclature, dosage forms, routes of administration, and abbreviations used in pharmacy; identify the most common medications by their trade and generic names; perform conversions and/or calculations of weights and measures; understand Federal and California pharmacy laws; understand basic pharmacology; perform pharmacy operations of the Drug Distribution system; and be able to perform sterile product preparation.

At the successful completion of the program, the student will be eligible to apply for licensure as a Pharmacy Technician in the State of California, will be awarded a diploma, and will qualify for the Pharmacy Technician Certified Board (PTCB) exam. Currently, the state of California requires a registered license for employment as a Pharmacy Technician. However, an examination is not part of the licensing process. Detailed information, including fees, application form(s), fingerprint/Live Scan information, etc., on how to apply to become a licensed Pharmacy Technician in the state of California is available through the California State Board of Pharmacy (<http://www.pharmacy.ca.gov/applicants/tch.shtml>). The following are required for applying to obtain a Pharmacy Technician License in the state of California:

- Application for a Pharmacy Technician License
- Application fee
- U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN):
- Photo
- Basic education: you must be a high school graduate or have a general education development certificate equivalent
- Pharmacy Technician documents (one of the following):
 - A. Affidavit of Completed Coursework or Graduation
 - B. National Healthcare Association Pharmacy Technician Certification Program (ExCPT):
 - C. Military Training
- Self-query report
- Fingerprints/Live Scan

The PhT Program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Pharmacy Technician (CIP # 51.0805; O-NET # 29-2052.00)

Program Curriculum:

Module #	Course Number	Course Title	Week #	Lecture	Lab	Externship	Clock Hours
I	PHT 001	General Concepts of Pharmacy	1-4	40	40	0	80
II	PHT 002	Pharmacology of the Cardio-Vascular & Nervous Systems	5-8	40	40	0	80
III	PHT 003	Pharmacy Billing, Repacking and Compounding	9-12	40	40	0	80
IV	PHT 004	Pharmacology of the Endocrine & Dermatological Systems	13-16	40	40	0	80
V	PHT 005	Hospital Pharmacy and Sterile Products	17-20	40	40	0	80
VI	PHT 006	Pharmacology of Respiratory, Gastrointestinal & Urinary Systems	21-24	40	40	0	80
VII	PHT 007	Anti-Inflammatory and Antihistamine Drugs	25-28	40	40	0	80
VIII	PHT 008	Externship	29-36	0	0	160	160
Total				280	280	160	720

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

PHT Course Descriptions:**MODULE I PHT 001 – GENERAL CONCEPTS OF PHARMACY**

Prerequisites: None.

Total clock hours: 80

Module I will introduce the student to the practice of pharmacy, both from a theoretical and practical standpoint. Review the various Federal and State laws. Cover the history of these laws, controlled substances, standards, ethics and the liability of the pharmacy, pharmacist and pharmacy technician regarding the law. The laws dealing with the controlled substances act are discussed and explained. Included are instructions on the storage, filling, documentation and interpretation of written prescriptions. The module will discuss the different practice settings for Pharmacy Technicians. Retail and Hospital pharmacy are differentiated as to practice and expectations. This module will also differentiate between the routes of drug administration. Special consideration is given to the aseptic preparation of IV solutions with storage and documentation emphasized. Calculations of day supply and parenteral products are practiced and tested. In addition, math conversions, pharmacy technician associations, drug terminology, and prescription transcribing will be covered.

MODULE II PHT 002 – PHARMACOLOGY OF THE CARDIOVASCULAR & NERVOUS SYSTEMS

Prerequisites: None.

Total clock hours: 80

This course begins with an overview of the anatomy of the heart and cardiac conduction system. It also includes conditions affecting the cardiovascular system, treatment, and medications. Students will identify different classifications of cardiovascular medications, as well as their therapeutic effects and side effects. The student will discover the Central Nervous system (Brain and Spinal Cord) and how drugs are used therapeutically to mitigate and treat CNS disorders. This course will describe how peripheral nerves (outside the CNS) communicate with our CNS and internal organs. Students will illustrate how the PNS is divided into two parts, the Voluntary and

Involuntary nervous systems, and how the parasympathetic and sympathetic branches drive each. The student will discover the different diseases and treatments associated with psychopharmacology such as emotional health, nondrug treatments, and medication therapy focusing on antipsychotic agents, antidepressants, sedative and hypnotic agents, and other miscellaneous anti-anxiety agents. Knowledge of math calculations, drug terminology, and prescription transcribing will be gained. Students will learn to practice important pharmacy lab techniques.

MODULE III PHT 003 – PHARMACY BILLING, REPACKING, AND COMPOUNDING

Prerequisites: None.

Total clock hours: 80

This course introduces students to the primary types of insurance companies and how they manage drug coverage. The course will integrate the difference between Medicaid and Medicare programs. Generalize what drug recalls are and why drugs are returned to the distributor, as well as medication safety and error prevention. This module will allow students to recognize what the pharmacy billing procedure is, what third-party billing is, and what formulary drugs are. This course will cover common types of cancer and what causes cancer. Students are introduced to oncology terms. This module will also delve into hematological disorders and treatment. This module will explain chemotherapy agents and their most common side effects. In addition to learning about cancer, Module III will introduce students to compounding of nonsterile products in an outpatient pharmacy. Students will locate and practice with equipment used in a compounding pharmacy. They will learn the proper procedure for compounding. Students will also recall the main reasons for repackaging medications and how to calculate expiration dates for repackaged medications. The Module will also cover terms and definitions, prescription transcribing, and provide students with an opportunity to learn and practice important pharmacy lab techniques.

MODULE IV PHT 004 – PHARMACOLOGY OF THE ENDOCRINE AND DERMATOLOGICAL SYSTEMS

Prerequisites: None.

Total clock hours: 80

This course covers the major function of the endocrine system and the medications related to hormones. Students will learn different health conditions that require hormone treatments. In this course, students will discuss Hormones, Diabetes Type I and II, and other conditions of the endocrine system. This Module will cover the various disease states associated with our largest organ, the skin. Emphasis is placed on the drugs that are used in the treatment and healing of dermatological conditions. Also, students will learn the most common over-the-counter medications and conditions treated with OTC medications. The Module will also cover terms and definitions, prescription transcribing, and provide students with an opportunity to learn and practice important pharmacy lab techniques.

MODULE V PHT 005 – HOSPITAL PHARMACY AND STERILE PRODUCTS

Prerequisites: None.

Total clock hours: 80

This course covers the major function of the reproductive system and the medications related to male and female hormones. Students will learn different health conditions that require hormone treatments. The course also covers contraceptives and sexually transmitted infections (STI) with special emphasis on the antibiotics and antiviral drugs that are prescribed. In addition to the reproductive system, this course will cover the most common tasks performed by hospital pharmacy technicians, and clarify the difference between pharmacy stock and central supply stock. Instructions on hand washing techniques, safety techniques, proper use of equipment, medication delivery system, and how to perform conversions and/or calculations are given. This Module will provide the student with an understanding of how sterile products are used for parenteral administration and why CSP's (compounded sterile products) must be prepared in an aseptic environment. Use of USP 797 and USP 800 technique is demonstrated and practiced.

MODULE VI PHT 006 – PHARMACOLOGY OF RESPIRATORY, GASTROINTESTINAL & URINARY SYSTEMS

Prerequisites: None.

Total clock hours: 80

This course concentrates on the pharmacology of the respiratory, gastrointestinal, and urinary systems. Emphasis is placed on drugs used for treatment and conditions of each system. Common disease states are discussed. Drug

classifications are identified and compared for each system. This module will explain drugs for emesis, nausea, vertigo, gastro stasis, and diarrhea. Over-the-counter medications are included for treatment of diseases as well. This course will describe the anatomy of the lungs, kidneys, and G.I. Tract. Other topics include lung cancer, dialysis, and organ transplant. In addition to focusing on pharmacology and anatomy of the urinary, gastrointestinal, and respiratory systems, this course covers nutrition and TPN therapy. Increased knowledge of math calculations, drug terminology, prescription transcribing, and pharmacy lab techniques is gained in this module.

MODULE VII PHT 007 – ANTI-INFLAMMATORY AND ANTIHISTAMINE DRUGS

Prerequisites: None.

Total clock hours: 80

This module will cover therapeutic agents for eyes, ears, nose, and throat, additional pharmacy practice settings and advanced roles for technicians, AHA BLS/CPR certification, communication, and the role of the technician with the customer/patient, and medication safety and error prevention. This module will dive deep into error prevention techniques and the different opportunities for pharmacy technicians. Each week will explore medications used for conditions, and terms to better understand the pharmacy technician practice. The module will cover customer service as well as the knowledge to perform mathematical calculations necessary for a pharmacy technician to dispense and administer medication safely. Upon completion of this module, each student will receive CPR certification.

MODULE VIII PHT 008 – EXTERNSHIP

Prerequisites: Modules I-VII

Total clock hours: 160

The Pharmacy Technician Extern is “immersed” in a real pharmacy working environment. This environment will be a hospital (institutional) pharmacy and retail (community) pharmacy environment. The externship will consist of 80 clock hours in each of these pharmacy settings, for a total of 160 clock hours. In this pharmacy environment the student will learn first-hand how to deal with the day-to-day events in the pharmacy. The externship sites allow students to showcase their pharmacy knowledge, gaining invaluable experience and confidence in their professional and interpersonal abilities.

PHT SKILLS LABORATORY

The campus skills laboratory is designed to provide students with assignments to learn the many skills necessary for pharmacy. Skills should be practiced in the skills laboratory prior to providing skills in the externship settings.

All Pharmacy Technician students are permitted to use the skills lab with their assigned instructors. Food and drinks are not allowed inside the skills laboratory.

All supplies should be handled with care and replaced in their storage areas after use. Items requiring replacement or reordering should be reported to the instructor daily or on an as needed basis.

All students are to participate in the maintenance of the campus skills lab.

Students are to wear their uniforms while working in the skills lab. Shoes should be closed toe and low-heeled; clothing should be safe, without strings or ties that may become tangled and cause harm to the student or to others.

Always be considerate of others when working in the skills lab.

PHT LAB/EXTERNSHIP EVALUATION METHOD

The Pharmacy Technician program contains some courses that consider lab performance as one of the components of the course final grade.

Lab and externship performance are evaluated on a “pass/fail” designation, based upon successful completion of the lab objectives.

Students with a “fail” grade in any of the skills practiced will meet with the instructor and/or director of the program and receive a plan for improvement which may include but is not limited to:

1. Special assignments in the content area
2. Individual/group tutorial in the campus skills lab

During the externship, students will be visited on-site at the midpoint, and a final evaluation will be conducted at the end of externship.

Completion of the externship module

Successful completion of the externship module requires:

- a pass grade on the final evaluation by the PhT program faculty
- completion of all required 160 hours

PHT EQUIPMENT AND MATERIALS

• Beaker • Bin Wire Change • Brush Beaker • Caddy Hanging Bags • Capsules • Cash Register • Compounding Tools • Computers • Crash Cart • Crimper • De-Crimper • Filter Syringes • Gloves • Graduated Cylinder • Holder Suppository Shell • Hotplate • Label Dispenser • Laminar Flow Hood • Lockbox for Narcotics • Masks • Medcarts • Medication Bottles • Ointment Slab Glass • Open Shelf for Medications • Phrase Date Stamp • Pill Counting Trays • Pill Crusher • Pill Cutter • Plastic Basket • Porcelain/Glass Mortar and Pestle Sets • Rack Filling • Refrigerator • Roller Pressure • Rx Vial Opener • Sharps Container • Tongs for Beaker • Triple Beam Scale	<u>Books:</u> • <i>Mosby's Pharmacy Technician: Principles & Practice</i> • <i>Workbook for Mosby's Pharmacy Technician: Principles & Practice</i> • <i>Math Calculations for Pharmacy Technicians</i> • <i>Mosby's Certification Review for Pharmacy Technicians</i> • <i>Mosby's Drug Reference for Health Professions</i> • <i>Mosby's Pharmacology Memory NoteCards</i>
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SURGICAL TECHNOLOGY (ST)

1520 clock hours/61 weeks (Total time to complete the program may vary based on school holidays and breaks)
46 weeks Theory/Lab (20 hours per week) + 15 weeks externship (maximum of 40 hours per week)

Program Objective:

The Surgical Technology program is a 1520-hour Diploma comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills that will enable them to become safe and competent practitioners of Surgical Technology.

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, and public and private surgical centers. The program includes a mandatory 540-hour Surgical Technology Externship and 80 hours of test preparation that must be completed prior to graduation.

It is a mandatory requirement of the program that students take the Certified Surgical Technology (CST) Examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) prior to completion of the ST program. The curriculum incorporates the CST Examination topics and is designed to prepare students to pass the examination.

Certification is voluntary in the state of California. However, the choice to become certified exhibits pride in the profession, the desire to be recognized for mastery of scientific principles, as well as an ongoing commitment to quality patient care. Certification is a means for upward mobility, a condition for employment, a route to higher pay, and a source of recognition nationwide. Approved candidates who take and pass the CST examination are authorized to use the initials CST as long as they maintain certification currency.

Detailed information, including eligibility requirements, fees, application form(s), etc., on how to apply for CST certification is available through the National Board of Surgical Technology and Surgical Assisting (<https://www.nbstsa.org/cst-certification>).

The ST Program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Surgical Technologist (CIP # 51.0909; O-NET # 29-2055.00)

Program Curriculum

Module #	Course #	Course Title	Week #	Lecture	Lab	Extern-ship	Total Hours
I	ST 001	Anatomy & Physiology I & Medical Terminology	1-9	90	0	0	90
		Anatomy & Physiology II & Medical Terminology		90	0	0	90
II	ST 002	Introduction to Surgical Technology	10-18	10	10	0	20
		Medical Law and Ethics/Patient Psychology		20	10	0	30
		The Physical Environment and Safety		15	10	0	25
		Biomedical Science		15	10	0	25
		Microbiology		20	20	0	40
		Surgical Pharmacology and Anesthesia		20	20	0	40
III	ST 003	Asepsis, Sterilization and Disinfection	19-27	15	10	0	25
		Surgical Instrumentation		15	20	0	35
		Patient Transport/Positioning/Skin Prep/Draping		15	15	0	30
		Case Management		15	20	0	35
		Sutures/Staples/Wound Management/Drains/Catheters		20	15	0	35
		Diagnostic Procedures		10	10	0	20
IV	ST 004	MIS/Robotic/General Surgeries	28-36	20	15	0	35
		OB/GYN and Urological Surgeries		20	15	0	35
		Ophthalmic and ENT Surgeries		20	10	0	30
		Plastic/Reconstructive/Oral Maxillofacial Surgeries		10	5	0	15
		Vascular/Cardio/Thoracic Surgeries		20	10	0	30
		Pediatric, Orthopedic and Neurology Surgeries		20	15	0	35
V	ST 005	Mock Surgery I	37-45	5	45	0	50
		CPR		5	0	0	5
		Mock Surgery II		5	35	0	40
		Mock Surgery III		5	45	0	50
		Career Development		5	0	0	5
		Mock Clearance (Mock CST/BV CST Quiz)		5	25	0	30
VI	ST 006	Externship	46-61	0	0	540	540
		CST Exam Preparation		80	0	0	80
TOTAL				590	390	540	1520

Note: one clock hour is defined² as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

ST Course Descriptions:

MODULE I ST 001 – ANATOMY AND PHYSIOLOGY & MEDICAL TERMINOLOGY

Prerequisites: None.

Total clock hours: 180

This module is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the Cell, Tissues and membranes, Integumentary system, Skeletal System, Muscular System, Central Nervous system, Peripheral and Autonomic Nervous System, Sensory System, Endocrine System, Heart, Lymphatic and Immune System, Respiratory System, Digestive System, Urinary System and the Reproductive System. The functions and interrelationships of these systems are studied. The Module emphasizes the homeostatic nature of these systems with reference to human disease states and includes an introduction to Medical Terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure.

MODULE II ST 002 – BASIC SCIENCE

Prerequisites: None.

Total clock hours: 180

This module is designed to orient the student to surgical technology and provide comprehensive knowledge of patient care concepts, as well personal and professional relationships in surgical technology. Designed to analyze the legal and psychological concepts that pertain to surgical technology. Introduces the principles and concepts of basic science, microbiology and surgical pharmacology with anesthesia. Through this Module students have the opportunity to practice their skills in Surgical Technology Labs.

MODULE III ST 003 – SURGICAL TECHNOLOGY

Prerequisites: None.

Total clock hours: 180

This Module is designed to introduce knowledge and basic skills in the following subjects: Asepsis and Aseptic technique, sterilization and disinfection. Surgical Patient care and Case management with basic surgical instrumentation and surgical supplies. During this module students will have the opportunity to learn about diagnostic procedures performed in a surgical field. Through this Module students have the opportunity to practice their skills in Surgical Technology Labs.

MODULE IV ST 004 – SURGICAL PROCEDURES

Prerequisites: None.

Total clock hours: 180

Throughout this Module students will apply the knowledge and understanding of previous Modules to learn different surgical techniques used in specialties such as General, OB/GYN and Urology, ENT and Ophthalmology, Plastic and Reconstructive, Cardiothoracic and Vascular, Orthopedic, Neurosurgery and Pediatric. Throughout the Module students have the opportunity to practice their skills and surgical set ups in Surgical Technology Labs.

MODULE V ST 005 – MOCK SURGERY

Prerequisites: None.

Total clock hours: 180

Throughout this Module that was designed to provide comprehensive knowledge and skills for specific surgical specialties such as General, OB/GYN and Urology, ENT and Ophthalmology, Plastic and Reconstructive, Cardiothoracic and Vascular, Orthopedic, Neurosurgery and Pediatric, students will be preparing themselves for clinical rotation. A Surgical Lab Instructor will help to improve skills acquired in previous modules and familiarize the students with surgical set ups. A CPR BLS certification Course is incorporated into this Module. As one of the final modules of the program, students will receive career assistance through resume building and mock interviews, performed by Career Services Officers at CBD College.

Prerequisites: None.

Total clock hours: 620

During this Module students complete required clinical rotation hours and surgical cases in available teaching surgical facilities to acquire “real life” surgical experiences. During the externship, student performs duties of the surgical technologist.

During Clinical rotation and on completion of the Clinical rotation requirements, students attend the CST Exam Preparation classes on campus. These classes are designed to review the material presented during the Program and to reinforce the student’s confidence. On successful completion of the CST Exam Preparation Class, students sit for the National Board Examination to pursue Surgical Technologist Certification.

ST EVALUATION/PROGRESSION POLICY

The CBD ST program is a modular program. All students are admitted as a cohort and the curriculum is designed so that students will complete all of the required courses within 6 Modules. A student must pass all courses in Module I to progress to Module II, must pass all courses in Module II to progress to Module III, etc. A student must pass all Modules to be able to graduate. Each didactic course for all Modules must be passed with a 75% grade point average or higher in lab and theory, and clinical courses with a Pass score. In order to successfully complete Module V students need to pass the Final Lab Practicum and a written Final exam. If a student fails a course at some point in the sequence, they will have a chance to repeat a Module.

ST SKILLS LABORATORY

The campus skills laboratory is designed to provide students with assignments to learn the skills necessary for hospital work. Skills should be practiced in the skills laboratory prior to providing skills in the hospital settings.

All surgical technology students are permitted to use the skills lab with their assigned instructors. Food and drinks are not allowed inside the skills laboratory.

All supplies should be handled with care and replaced in their storage areas after use. Items requiring replacement or reordering should be reported to the instructor daily or as needed. Mannequins should be handled with care and not have any tape applied directly.

All students are to participate in the maintenance of the campus skills lab.

Students are to wear their clinical uniforms while working in the skills lab. Shoes should be closed toe, low-heeled and clothing should be safe without strings or ties that may become tangled and cause harm to the student or to others.

Always be considerate of others when working in the skills lab.

ST CLINICAL EVALUATION METHOD

Clinical performance is evaluated on a “pass/fail” designation, based upon successful completion of the clinical objectives.

Students with a “fail” grade in any of the skills will meet with the Clinical Coordinator and/or Program Director and receive a plan for improvement, which may include but is not limited to Individual/group tutorial in the campus skills lab.

Completion of the clinical module

Successful completion of the clinical module requires:

- completion of all required 580 hours (Maximum 40 hrs./week).
- completion of at least 120 cases.
- a pass grade on the final evaluation.
- 40 hours of Board Exam Preparation and a pass grade on the mock exam.

ST EQUIPMENT AND MATERIALS

- AESOP 1000 Robot
- ALM Surgical Light
- AMSCO 1040 Surgical Table
- AMSCO Surgical Table
- Anesthesia Machine
- Basic Eye Set
- Basic Major Set
- Basic Minor Set
- Birtcher ABC Electrosurgical Generator
- Candy Cane Stirrups with 4 Clamps
- Carr X-Ray Viewing Box
- Castle Surgical Light
- Cataract Set
- D&C Tray
- DVD Player (2)
- Emergency Eyewash Station
- Gallbladder Set
- H&N Tray
- Hand Surgery Board
- Hysterectomy Tray
- Laminectomy Set
- Laparoscopy Instruments
- Laparoscopic Tray
- Leibinger Mandible Fracture Combo Set
- Major bone Set
- Manikin
- McKesson IV Pole
- Minor Bone Set
- Multinex Plus Datascope
- Ohmeda 5500 Airway Pressure Monitor
- Ohmeda 7000 Ventilator
- Oxygen Monitor
- Pedigo Back Table
- Pedigo Kick Bucket
- Pedigo Mayo Stand
- Pedigo Ring Stand-Single, Double
- Pedigo Step Stool
- Quantum 3000 Endoscopy Light Source
- Steris Scrub Sink
- Storz Endoscope Tricam SL NTSC
- Suctioning Unit
- Televisions (2)
- Thoracic Set
- Tonsillectomy and Adenoidectomy Set
- Tracheostomy Tray
- Vascular Set
- White Board

Books:

- *Medical Terminology for Health Professions – Textbook and Workbook*
- *Human Body in Health and Illness – Textbook and Workbook*
- *Surgical Technology: Principles and Practice – Textbook and Workbook*
- *Surgical Equipment and Supplies*
- *Differentiating Surgical Instruments*
- *Surgical Notes: A Pocket Survival Guide for the Operating Room*
- *Pearson's Surgical Technology Exam Review*

ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY (DMS AAS)

2,250 clock hours / 86 weeks (Total time to complete the program may vary based on school holidays and breaks)
62 weeks Theory/Lab (20-22 hours per week) + 24 weeks externship (40 hours per week)

Program Objective:

The Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS) Program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains. This preparation is accomplished through didactic, laboratory, and clinical instruction in the theoretical knowledge, skills, and responsibilities of a diagnostic medical sonographer. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations, demonstrate excellent communication skills with patients and other healthcare professionals, and act in an ethical and professional manner.

Completion of the General Education requirements for the AAS Degree program may be transferable if the student wishes to pursue a Bachelor's Degree in Diagnostic Medical Sonography. The award of transfer credit is at the discretion of other institutions and is not guaranteed.

A graduate of the DMS Program will be qualified to work as an entry-level sonographer in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, or a mobile ultrasound service, as a freelance sonographer, or as a traveling sonographer.

It is not currently mandatory that graduates take any licensing or credentialing examination upon successful program completion. However, many employers prefer or require that DMS graduates be credentialed by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing (CCI). Depending upon the graduate's prior education, he or she may be eligible to sit for EITHER the CCI examination OR the ARDMS examination upon graduation, as prerequisites for these examinations are currently written.

Students of the DMS AAS program must pass all General Education courses, core theory and laboratory courses, and clinical externship courses with a grade of 75% or better. Also, students are expected to sit for the SPI examination at the completion of the second Module in order to be eligible for graduation.

The instructional delivery of the DMS Program is blended (residential and distance learning).

Upon successful completion of the program, graduates may obtain employment as:

- Diagnostic Medical Sonographer/Ultrasound Technician
(CIP # 51.0910; O-NET # 29-2032.00)

Module #	Module Title	Week #	Clock Hours
I	General Education	1-12	264
II	Ultrasound Physics	13-24	240
III	Abdominal Sonography	25-36	264
IV	OB/GYN Sonography	37-48	240
V	Vascular Sonography	49-60	240
VI	Clinical Practicum I	61-72	480
VII	Clinical Practicum II/Test Preparation	73-86	522
Total:			2250

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

Program Curriculum:

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Clock Hours
MTH 100	College Math	48	0	0	48
ENG 100	Written and Oral Communication	48	0	0	48
PHY 100	General Physics	48	0	0	48
BIO 100	Human Anatomy & Physiology	108	0	0	108
MT 100	Medical Terminology	12	0	0	12
DMS 200	Physical Principles & Instrumentation of Ultrasound	96	96	0	192
DMS 215	Fundamentals of Sonography	48	0	0	48
DMS 300	Abdominal & Small Parts Ultrasound Imaging	108	108	0	216
DMS 315	Professional Aspects of Sonography	48	0	0	48
DMS 400	Obstetrics & Gynecology Ultrasound Imaging	96	96	0	192
DMS 415	Patient Care for Sonographers	48	0	0	48
DMS 500	Vascular Ultrasound Imaging	96	96	0	192
DMS 515	Patient/Sonographer Interaction	48	0	0	48
DMS 600	Clinical Practicum I	0	0	480	480
DMS 700	Clinical Practicum II	0	0	480	480
DMS 715	Test Preparation	42	0	0	42
TOTAL		894	396	960	2250

DMS AAS Course Descriptions:

MODULE I MTH 100 – COLLEGE MATH

Prerequisites: None, ***Co-requisite:*** Concurrent Module I courses

Total clock hours: 48

This course is designed primarily for students who know the fundamentals of arithmetic, and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, and provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solution of linear equations. Upon course completion, the student will be able to solve mathematical problems applicable to theory and practice of diagnostic medical sonography.

MODULE I ENG 100 – WRITTEN AND ORAL COMMUNICATIONS

Prerequisites: None, ***Co-requisite:*** Concurrent Module I courses

Total clock hours: 48

This course is designed to provide students with greater skills in all aspects of oral and written presentations. The course enables students to prepare effective speeches, emphasizing the relevant elements of public speaking, compose logical, coherent essays and reports necessary for academic and professional success. The process of preparing a presentation is covered, including topic selection, development, research, organization, language and delivery of speeches for many types of audiences and occasions is included. Students will become proficient in research techniques, learn critical thinking skills through expository and persuasive reading selections, and apply these skills to creating original essays and a final research paper.

MODULE I PHY 100 – GENERAL PHYSICS

Prerequisites: None, ***Co-requisite:*** Concurrent Module I courses

Total clock hours: 48

This is an introductory course in physics that surveys basic concepts, principles and laws of physics including the topics of mechanics, thermodynamics, heat, fluids, sound, waves and vibrations, electricity, magnetism, optics and radioactivity. It is specifically designed for students with no previous experience with physics.

MODULE I BIO 100 – HUMAN ANATOMY & PHYSIOLOGY

Prerequisites: None, ***Co-requisite:*** Concurrent Module I courses

Total clock hours: 108

This course emphasizes the principles of human anatomy and includes an overview of all body systems, organs, tissues, and cells with focus on major biochemical, mechanical and cellular biology theories. Topics dealing with the nature of science, human genetics and development are included.

MODULE I MT 100 – MEDICAL TERMINOLOGY

Prerequisites: None, ***Co-requisite:*** Concurrent Module I courses

Total clock hours: 12

This course is a prerequisite to the core courses of the DMS program. It provides an overview of the scope and content of the DMS program. It focuses on the elementary operational principles of diagnostic medical ultrasound, basic ultrasound terminology specific to the profession, anatomic imaging planes and body directions used in ultrasound imaging, and the image orientation on the ultrasound display.

MODULE II DMS 200 – PHYSICAL PRINCIPLES AND INSTRUMENTATION OF ULTRASOUND

Prerequisites: Module I, ***Co-requisite:*** DMS 215

Total clock hours: 192

This course covers the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. The information covered in the course will include the basic acoustic principles of ultrasound, the physics of pulsed ultrasound, Doppler principles, transducer operating principles and composition, the components of the ultrasound imaging unit, common artifacts in imaging, and safety in operation of the ultrasound imaging system. In the laboratory component, emphasis will be placed upon the instrumentation controls required for optimum operation of the ultrasound machine.

MODULE II DMS 215 – FUNDAMENTALS OF SONOGRAPHY

Prerequisites: Module I, **Co-requisite:** DMS 200

Total clock hours: 48

This course provides a broad overview of the field of diagnostic medical sonography. It covers the history and evolution of ultrasound as an imaging modality, the sonographer's role, required skills and abilities, and effective learning techniques.

MODULE III DMS 300 – ABDOMINAL AND SMALL PARTS ULTRASOUND IMAGING

Prerequisites: Modules I & II, **Co-requisite:** DMS 315

Total clock hours: 216

This course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. This course will include both lecture and laboratory components. The lecture component will focus on normal ultrasound appearances of the organs of the abdominal cavity, breast, thyroid, prostate, and testes, and on the pathological conditions that may affect these organs. In the laboratory portion of the course the student will learn proper ultrasound scanning techniques for imaging the organs of the abdomen and small parts, and preparation of the necessary information for an initial written or oral presentation to the radiologist.

MODULE III DMS 315 – PROFESSIONAL ASPECTS OF SONOGRAPHY

Prerequisites: Modules I & II, **Co-requisite:** DMS 300

Total clock hours: 48

The aspects of sonography as a career will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, sonographer safety, medical ethics and legal aspects of sonography, professional behavior, sonography employment venues, resume writing, and interview techniques.

MODULE IV DMS 400 – OBSTETRICS AND GYNECOLOGY ULTRASOUND IMAGING

Prerequisites: Modules I - III, **Co-requisite:** DMS 415

Total clock hours: 192

This course provides a basic understanding to the student of the normal and abnormal conditions that affect the organs of the female pelvic cavity and the developing fetus. The lecture portion will center on the normal and pathological conditions of the uterus, ovaries, and fetus. During the laboratory component the student will learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal anatomy, ultrasound documentation, biometry measurements, and preparation of initial preliminary reports to the reading radiologist.

MODULE IV DMS 415 – PATIENT CARE FOR SONOGRAPHERS

Prerequisites: Modules I - III, **Co-requisite:** DMS 400

Total clock hours: 48

This course presents the student with different aspects of patient care that are relevant to the sonographer. Focus is placed on patient/sonographer interaction, and patient confidentiality and HIPAA compliance. Students will learn patient care skills that apply to Diagnostic Medical Sonography. Emphasis is placed on vital signs, body mechanics for patient transfer, and care techniques for patients with tubing, standard precautions for infection control, aseptic/sterile technique, isolation techniques, and emergency medical situations.

MODULE V DMS 500 – VASCULAR ULTRASOUND IMAGING

Prerequisites: Modules I - IV, **Co-requisite:** DMS 515

Total clock hours: 192

This course in vascular ultrasound will introduce the student to the hemodynamic considerations of the arterial and venous vascular systems. The lecture portion of this course will cover the anatomy of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. During the laboratory sessions, the student will receive instruction in scanning techniques for the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. This course is designed to instruct the student in procedures performed in the practice of vascular ultrasound imaging.

MODULE V DMS 515 – PATIENT / SONOGRAPHER INTERACTION

Prerequisites: Modules I - IV, **Co-requisite:** DMS 500

Total clock hours: 48

Students will learn how to communicate with patients and other health care professionals, care for those with special needs, prepare the patient for different types of ultrasound examinations, recognize laboratory values that pertain to specific ultrasound examinations, and examine the role of different imaging modalities in patient diagnosis.

MODULE VI DMS 600 – CLINICAL PRACTICUM I

Prerequisites: Modules I – V, **Co-requisite:** None

Total clock hours: 480

During this course, the student will be assigned and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

MODULE VII DMS 700 – CLINICAL PRACTICUM II

Prerequisites: Modules I – VI, **Co-requisite:** None

Total clock hours: 480

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his/her skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

MODULE VII DMS 715 – TEST PREPARATION

Prerequisites: Modules I – VI and DMS 700, **Co-requisite:** None

Total clock hours: 42

This course prepares students to apply and prepare for the American Registry for Diagnostic Medical Sonography (ARDMS) exam. Students will learn test-taking strategies, apply clinical and didactic knowledge to case study exam questions and take practice exams.

DMS CLINICAL GRADING

All grading of the clinical education courses is the responsibility of the Clinical Coordinator.

The Clinical Evaluation Form (CEF) will be used to assess DMS student's clinical performance. All evaluation materials must be returned to the Clinical Coordinator by the student or by mail within a week after the completion of a clinical assignment. These evaluation forms are a means of recording a student's clinical performance and professional development. They also assist the student in recognition of their growth as a DMS and assist in planning future clinical experiences. It assists the clinical instructor in determining strengths and weaknesses of the student's clinical performance while planning new learning experiences; it assists the Clinical Coordinator in determining strengths and weaknesses in the overall academic curriculum and in determining ways in which the individual student may be assisted in achieving individual clinical education objectives.

If a student is having difficulty with the clinical requirements, it is best to discuss this with his/her clinical instructor and the Program Director at CBD College as soon as possible. Appropriate steps including tutoring and guidance may be considered.

If a student fails a clinical course they may be unable to continue with the program. The student may be invited to apply for re-admission into the DMS program into the following cohort.

If it is determined through consultation with the clinical instructor that performance is unsatisfactory, and the student can verify that there were extenuating circumstances to their inability to be successful within the allotted

time, the Clinical Coordinator may offer the student an incomplete grade with terms for removal established by the Clinical Coordinator. An action plan will be constructed by the Clinical Coordinator with input from the student to address the terms for removal of the incomplete. The Clinical Coordinator may seek input from academic faculty and the clinical instructor when constructing remedial action plans. Incomplete clinical coursework may interrupt the student's ability to proceed with subsequently scheduled didactic or clinical courses.

ATTENDANCE

Students that are absent must return to class the next day with a doctor's note to excuse the absence, which will not affect the attendance grade. Any absence, late arrival, or leaving early (30 minutes) is required to submit a 3-page paper. Each unexcused absence equals a 5-point deduction of the student's attendance grade, which will affect the overall grade.

DMS ACADEMIC INTEGRITY

STUDENTS ARE REQUIRED TO TAKE ALL THE EXAMS LISTED IN THE SYLLABUS. IT IS NOT PERMITTED TO SKIP ANY TESTS.

TESTING ENVIRONMENT

CBD students are expected to take their tests following and complying with ethical behavior and integrity principles.

Any kind of communication, in any kind of language, is an example of academic dishonesty.

Students found cheating or engaged in any means of academic dishonesty are at risk of immediate termination.

Any questions relative to clarification of test instructions are to be directed to the instructor, not other students. In this case, when the student has a question he/she will raise his/her hand and wait for the instructor to acknowledge him/her.

General testing procedures

1. Prior to beginning a test, all students' possessions, except for pen/pencil must be placed under his/her chair.
2. Once the test is in process of being handed out:
 - a) Students **MUST** turn cell phones off or silence them before the start of the test, and keep in an area assigned by the instructor;
 - b) No talking or any other type of communication will be allowed;
 - c) Students will not be permitted to leave the room and come back to resume the exam.

A student found violating any of these general testing procedures or exercising any practice that qualifies as academic dishonesty will have the test taken away, the student will be required to leave the test room, and the test will be graded as is, with no opportunity to be retaken.

Tardy Students will not be allowed to enter the room and will be under the retake policy for that test.

Students absent for a test will be automatically under the retake policy.

REVIEW OF TESTS/ASSIGNMENTS

Tests and assignments will be reviewed with the instructor after all of the students in the program have taken them. Notations may not be made during the review. All tests will be returned at the end of the review.

RETAKE POLICY

The retake policy limits students retaking an exam to earning a maximum of the minimum pass score established for the course.

This policy applies to students who miss a test without an excused absence and to those who fail a test.

Scores on the first attempt (if applicable) and on the retake, will be compared and the higher score will be recorded, in case the student fails the retake.

Students will have one (1) opportunity to retake a failed/missed test, until the last day of the course.

The number of retakes is limited to one (1) in each Module. Students are allowed to remediate one (1) of the lowest quizzes.

Plan for improvement

A plan for improvement will be provided for students not achieving the minimum passing score when necessary.

The theory instructor will identify the areas needing improvement and will develop a plan indicating the areas needing improvement and the steps to be followed, allowing the students, if applicable, to retake the failed test, under the retake policy conditions, observing the timeframe of two (2) weeks of the failed/missed test, or until the last day of the course, whichever occurs first.

Remediation Plan

The remediation plan is an intensive intervention to help students with failing average scores to bring their GPA to the minimum required to pass the course. This plan is developed by the theory instructor and may include tutoring sessions, research projects and other didactic methodologies applicable to address the problem.

Students not reaching the minimum pass score average at any given month during a module will be advised to follow the Remediation Plan individually created to optimize the weak areas.

Failure in achieving the minimum pass score at the end of the module may result in immediate termination from the program.

PARTICIPATION & USE OF SCANNERS/ULTRASOUND

As a student in the CBD College Diagnostic Medical Sonography Program, you are asked to participate in an academic setting as a participant in program demonstrations and laboratory experiences for educational purposes. Participation is voluntary and rejection to participate will not affect your grade.

If you choose to participate, you understand that no commitment is made by CBD College to provide free medical care or compensation for your participation or any adverse results because of your participation. Supervised sessions are for educational purposes only and will not diagnose medical conditions.

The American Institute of Ultrasound in Medicine's (AIUM) Bio-effects Committee and the US Food and Drug Administration approve of the use of ultrasound for training and research.

"In those special situations in which examinations are to be carried out for purposes other than direct medical benefit to the individual (e.g., training or research), it is necessary to educate the person regarding the risks of the procedure, anticipated exposure conditions and of how these compare with conditions for normal diagnostic practice, and obtain his or her informed consent."

Since 1994, the US Food and Drug Administration (FDA) has been notifying the ultrasound community and manufacturers that the use of diagnostic ultrasound for non-medical purposes constitutes an unapproved use of a medical (prescription) device. The AIUM has stated, "ultrasound should be used in a prudent manner to provide medical benefit to a patient." This statement has been also endorsed by the American College of Obstetricians and Gynecologists (ACOG), American College of Radiology (ACR), Society for Maternal-Fetal Medicine (SMFM), Society of Radiologists in Ultrasound (SRU), and American Registry for Diagnostic Medical Sonography (ARDMS).

Students are expected to practice the principles of ALARA (As Low As Reasonably Achievable.) Guidance to be followed when participating in ultrasound training sessions includes:

- Users should familiarize themselves with their equipment. Acoustical exposure information is provided by the equipment manufacturer in the operator's manual.
- Use the minimum output power and the maximum amplification to optimize image quality.
- Reduce the exposure time.

- Do not perform studies without reason. This includes conducting an ultrasound on a fetus when the exam has not been medically indicated.
- Do not prolong sessions without reason.

The Sonography Program prohibits the use of diagnostic ultrasound on friends and family. Such use is a significant breach to CBD College's legal liability and will result in disciplinary action.

References:

1. AIUM Bioeffects Committee: Safety considerations for diagnostic ultrasound, Laurel, MD, 1999, American Institute of Ultrasound in Medicine.
2. Environmental Health Criteria 22: Ultrasound. World Health Organization: Geneva, 1982, pg. 19.
3. US Food and Drug Administration, Center for Devices and Radiological Health, Diagnostic Devices branch. Fetal keepsake Videos. Available at: <http://www.fda.gov/cdrh/consumer/fetalvideos.html>. Updated September 2002.

DMS EQUIPMENT AND MATERIALS

• Blood Pressure Cuffs • Bottles of Transducer Disinfectant Spray • Boxes of Medical Examination Latex Gloves • Cases of Patient Drape Sheets • DVD Player • Five Liter Containers of Ultrasound Coupling Gel • Laptop Computer • Overhead Projector • Patient Examination Tables • Pull Down Screen • Rolls of Examination Table Paper • Rolls of Thermal Ultrasound Film • Sphygmomanometers • Stethoscopes • Storage Cabinet for Storage of Expendable Supplies • Table Pillows • Table Wedges • Thermal Printers • Ultrasound Transducers • Wheel Chair • Acuson Sequoia Ultrasound Machine with Gray Scale Imaging Capabilities, Color Doppler, and Spectral Doppler Capabilities • GE Logiq 3 Ultrasound machine Linear Probe , Convex Probe, Invasive probe • Siemens X300 Ultrasound Machine • Ultrasound Transducers	<u>Books:</u> • <i>Abdomen and Superficial Structures</i> • <i>Workbook for Diagnostic Medical Sonography: A Guide to Clinical Practice, Abdomen and Superficial Structures</i> • <i>Essentials of Sonography and Patient Care</i> • <i>Sonography Scanning: Principles and Protocols</i> • <i>Obstetrics and Gynecology</i> • <i>Workbook for Diagnostic Medical Sonography: A Guide to Clinical Practice Obstetrics and Gynecology</i> • <i>Sonography Principles and Instruments (Diagnostic Ultrasound: Principles & Instruments)</i> • <i>Understanding Ultrasound Physics</i> • <i>Techniques in Noninvasive Vascular Diagnosis</i> • <i>Sonography Exam Review: Physics, Abdomen, Obstetrics and Gynecology</i> <u>Software:</u> • <i>Abdomen or OB/GYN ExamSim Program</i> <u>General Education:</u> • <i>College English and Business Communication</i> • <i>Hole's Human Anatomy & Physiology</i> • <i>Basic College Mathematics – ALEKS 360</i> • <i>Conceptual Physics</i> • <i>Essentials of Medical Language</i>
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ASSOCIATE OF APPLIED SCIENCE IN MAGNETIC RESONANCE IMAGING (MRI AAS)

1,816 clock hours / 64 weeks (Total time to complete the program may vary based on school holidays and breaks).
The 64 weeks include Theory/Lab (range of 3-24 hours per week) and 48 weeks of externship (24 hours per week)

Program Objective:

The Associate of Applied Science in Magnetic Resonance Imaging (MRI AAS) Program is designed to prepare entry-level MRI technologists competent in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains. This preparation is accomplished through didactic, laboratory, and clinical instruction in the theoretical knowledge, skills, and responsibilities of an MRI technologist. The successful program graduate will be able to perform appropriate MRI scanning examinations and procedures, record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of MRI diagnostic services, provide appropriate and compassionate patient care and safety for patients undergoing MRI examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.

Completion of the General Education requirements for the AAS Degree program may be transferable if the student wishes to pursue a Bachelor's Degree in Radiologic Sciences. The award of transfer credit is at the discretion of other institutions and is not guaranteed.

A graduate of the MRI Program will be qualified to work as an entry-level MRI technologist in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, or a mobile MRI service; as a freelance MRI technologist; or as a traveling MRI technologist.

It is strongly recommended that upon successful program completion, graduates take as soon as reasonably possible the ARRT MRI Primary Pathway credentialing examination. The great majority of employers require the MRI graduates to be credentialed by the nationally recognized American Registry of Radiologic Technologists (ARRT). The AART MRI Primary Pathway credentialing eligibility requirements include:

- Education requirement
 - Earned an Associate's degree or higher
 - Completed an ARRT-approved educational program in the same discipline as the credential you're pursuing
- Ethics - in order to become a candidate for certification and registration, you must demonstrate good moral character. Review the ARRT website to learn more about the ethics requirements and how you can request an ethics review preapplication
- Examination - after you meet the education and ethics requirements, you'll need to pass an exam before earning ARRT credentials.

Detailed information regarding credentialing requirements is available through the American Registry of Radiologic Technologist: <https://www.arrt.org/earn-arrt-credentials/requirements/primary-requirements>

To successfully complete the program, the students of the MRI AAS must pass all General Education courses, the core theory and laboratory courses with a grade of 75% or better, and must pass the clinical externship courses with a grade of 80% or better.

The instructional delivery of the MRI program is blended (residential and distance learning).

Upon successful completion of the program, graduates may obtain employment as:

- Magnetic Resonance Imaging (MRI) Technologist/Technician
(CIP # 51.0920; O-NET # 29-2035.00)

Term #	Module Title	Week #	Clock Hours
I	General Education/Introduction to MRI	1-16	376
II	Physical Principles, Instrumentation and Imaging, Sectional Anatomy/Clinical I	17-32	528
III	Sequence Parameters, Data Acquisition and Processing/Clinical II	33-48	480
IV	Registry Review/Clinical III	49-64	432
Total:			1816

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <https://www.cbd.edu/programs/mri/>

Program Curriculum:

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Clock Hours
MTH 100	College Math	48	0	0	48
ENG 100	Oral Communication Skills	48	0	0	48
PHY 100	General Physics	48	0	0	48
BIO 100	Human Anatomy & Physiology	96	0	0	96
MT 100	Medical Terminology	24	0	0	24
AMRI 100	MRI Safety and Patient care	64	0	0	64
AMRI 101	Introduction to clinical MRI	0	48	0	48
AMRI 200	Sequence Parameters, Options, Data Acquisition and Processing I	48	0	0	48
AMRI 201	Cross Sectional Anatomy, Pathology and Imaging Procedures I	48	0	0	48
AMRI 202	Physical Principles of Image Formation	48	0	0	48
AMRI 203	Clinical I	0	0	384	384
AMRI 300	Sequence Parameters, Options, Data Acquisition and Processing II	48	0	0	48
AMRI 301	Cross Sectional Anatomy, Pathology and Imaging Procedures II	48	0	0	48
AMRI 302	Clinical II	0	0	384	384
AMRI 400	Registry Review	48	0	0	48
AMRI 401	Clinical III	0	0	384	384
TOTAL		616	48	1152	1816

MRI AAS Course Descriptions:

MODULE I MTH 100 – COLLEGE MATH

Prerequisites: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 48

This course is designed primarily for students who know the fundamentals of arithmetic and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solution of linear equations. Upon course completion, the student will be able to solve mathematical problems applicable to theory and practice of diagnostic medical sonography.

MODULE I ENG 100 – WRITTEN AND ORAL COMMUNICATIONS

Prerequisites: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 48

This course is designed to provide students with greater skills in all aspects of oral and written presentations. The course enables students to prepare effective speeches, emphasizing the relevant elements of public speaking, compose logical, coherent essays and reports necessary for academic and professional success. The process of preparing a presentation is covered, including topic selection, development, research, organization, language and delivery of speeches for many types of audiences and occasions is included. Students will become proficient in research techniques, learn critical thinking skills through expository and persuasive reading selections, and apply these skills to creating original essays and a final research paper.

MODULE I PHY 100 – GENERAL PHYSICS

Prerequisites: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 48

This is an introductory course in physics that surveys basic concepts, principles and laws of physics including the topics of mechanics, thermodynamics, heat, fluids, sound, waves and vibrations, electricity, magnetism, optics and radioactivity. It is specifically designed for students with no previous experience with physics.

MODULE I BIO 100 – HUMAN ANATOMY & PHYSIOLOGY

Prerequisites: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 96

This course emphasizes the principles of human anatomy and includes an overview of all body systems, organs, tissues, and cells with focus on major biochemical, mechanical and cellular biology theories. Topics dealing with the nature of science, human genetics and development are included.

MODULE I MT 100 – MEDICAL TERMINOLOGY

Prerequisites: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 24

This course introduces medical terminology, which includes basic word structure, anatomical terms, terminology used to describe organ systems, body structure, medical diagnoses, and procedures. Students also receive instruction in the correct pronunciation of medical terms.

MODULE I AMRI 100 – MRI SAFETY AND PATIENT CARE

Prerequisites: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 64

This course introduces the basic principles of MRI safety and covers the basic concepts of patient care and management. Educating patients and ancillary staff on magnet safety also is presented. Patient and magnet-related emergencies represent a unique situation to an MRI technologist; recommended procedures and responsibilities of the technologist will be discussed for these situations. This content also covers MRI contrast agents. This course is meant to prepare the student to deliver compassionate and effective patient care, while maintaining a safe MRI environment for patients, visitors, maintenance staff and other medical personnel and following the ethics and laws about patient rights, confidentiality and dignity. Moreover, this course provides a fundamental background in ethics. The historical and philosophical bases of ethics and the elements of ethical behavior are discussed. The student

examines a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles also are presented. Topics include misconduct, malpractice, legal and professional standards. The importance of proper documentation and informed consent is emphasized.

MODULE I AMRI 101 – INTRODUCTION TO CLINICAL MRI

Prerequisites: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 48

This course provides an overview of the foundations in radiologic science and the practitioner's role in the health care delivery system. The principles, practices and policies of the health care organization(s) are examined and discussed in addition to the professional responsibilities of the MRI technologist. Moreover, this course is mainly meant to prepare the student to enter, act and interact with the Clinical diagnostic MRI imaging environment specifically and with the Radiologic Health Science world in general, through hands-on training in an MRI Lab and field visits to MRI clinical facilities.

MODULE II AMRI 200 – SEQUENCE PARAMETERS, OPTIONS, DATA ACQUISITION AND PROCESSING I

Prerequisites: Module I courses, **Co-requisite:** Concurrent Module II courses

Total clock hours: 48

This course is designed to initiate the student to a comprehensive overview of MRI imaging parameters, imaging options, pulse sequences, data manipulation, image formation and image contrast. Pulse sequences include spin echo, fast spin echo, gradient echo, and inversion recovery. It also provides the student with knowledge of the parameters and imaging options used to create MRI images. In addition, the content introduces quality assurance measures used in maintaining image quality. Finally, this introduces knowledge in computing and information processing. It presents computer applications in the radiologic sciences related to image capture, display, storage and distribution. Additional content is designed to provide the basic concepts of patient information management. Medical records management, including privacy and regulatory issues, are examined. The role of the technologist is identified and discussed. In addition, this content conveys an understanding of the components, principles and operation of digital imaging systems found in MRI, image data management, storage and data manipulation (post-processing). Factors that impact image acquisition, display, archiving and retrieval are discussed.

MODULE II AMRI 201 – CROSS SECTIONAL ANATOMY, PATHOLOGY AND IMAGING PROCEDURES I

Prerequisites: Module I courses, **Co-requisite:** Concurrent Module II courses

Total clock hours: 48

This is a study of human anatomy and physiology, of the related main pathologies as seen in multiple sectional planes, and of the MRI imaging procedures more suitable to image and show them (type of sequences, type of contrast agent, patient set up). Bones, tendons, muscles, nerves, vascular structures, organs and soft tissues of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head/ face, soft tissue neck, and musculoskeletal. Moreover, this course provides the student with imaging techniques related to the central nervous system (CNS – brain and spine), head/face, neck, and musculoskeletal system. The content covers specific clinical application, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols (e.g., slice thickness, phase direction and flow compensation), and positioning criteria. Anatomical structures and the plane that best demonstrates anatomy are discussed as well as signal characteristics and appearance of normal and abnormal structures and how to distinguish and identify them.

MODULE II AMRI 202 – PHYSICAL PRINCIPLES OF IMAGE FORMATION

Prerequisites: Module I courses, **Co-requisite:** Concurrent Module II courses

Total clock hours: 48

This course provides the student with a comprehensive overview of MRI imaging principles. Topics include the history of MRI, nuclear MRI signal production, tissue characteristics, pulse sequencing, imaging parameters/options and image formation. Moreover, it provides a comprehensive overview of the instrumentation associated with MRI imaging. Topics include: magnetism, properties of magnetism, MRI system components, MRI magnets (permanent, resistive, superconducting, hybrid), radiofrequency (RF) systems, gradient systems, shim systems and system shielding. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired and required.

MODULE II AMRI 203 – CLINICAL I

Prerequisites: Module I courses, **Co-requisite:** Concurrent Module II courses

Total clock hours: 384

Content is presented as a progression in competency levels through clinical performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student can perform the activity under direct supervision. When both the student and clinical instructor are satisfied with the student's proficiency, the student performs studies under indirect supervision to gain experience and expertise in MRI imaging. Clinical training and direct/indirect supervision is provided by the local ARRT registered professional/technologist clinical instructor, in the affiliated clinical settings.

MODULE III AMRI 300 – SEQUENCE PARAMETERS, OPTIONS, DATA ACQUISITION AND PROCESSING II

Prerequisites: Module I & II courses, **Co-requisite:** Concurrent Module III courses

Total clock hours: 48

This course is designed to complete the student comprehensive overview of MRI imaging parameters, imaging options, pulse sequences, data manipulation, image formation and image contrast. Pulse sequences include spin echo, fast spin echo, gradient echo, and inversion recovery. It also provides the student with knowledge of the parameters and imaging options used to create MRI images. In addition, the content introduces quality assurance measures used in maintaining image quality. Finally, this introduces knowledge in computing and information processing. It presents computer applications in the radiologic sciences related to image capture, display, storage and distribution. Additional content is designed to provide the basic concepts of patient information management. Medical records management, including privacy and regulatory issues, are examined. The role of the technologist is identified and discussed. In addition, this content conveys an understanding of the components, principles and operation of digital imaging systems found in MRI, image data management, storage and data manipulation (post-processing). Factors that impact image acquisition, display, archiving and retrieval are discussed.

MODULE III AMRI 301 – CROSS SECTIONAL ANATOMY, PATHOLOGY AND IMAGING PROCEDURES II

Prerequisites: Module I & II courses, **Co-requisite:** Concurrent Module III courses

Total clock hours: 48

This is a study of human anatomy and the related main pathologies as seen in multiple sectional planes and of the MRI imaging procedures more suitable to image and show them. Bones, tendons, muscles, nerves, vascular structures, organs and soft tissues of the following anatomical regions are studied: cardiovascular, thorax, breast, abdomen and male and female pelvis. Moreover, this course provides the student with imaging techniques related to the thorax and abdominopelvic regions. The content covers specific clinical application, coils that are available and their use, considerations in the scan sequences, specific choices in the protocols (e.g., slice thickness, phase direction and flow compensation), and positioning criteria. Anatomical structures and the plane that best demonstrates anatomy are discussed as well as signal characteristics of normal and abnormal structures and how to distinguish and identify them.

MODULE III AMRI 302 – CLINICAL II

Prerequisites: Module I & II courses, **Co-requisite:** Concurrent Module III courses

Total clock hours: 384

Content is presented as a progression in competency levels through clinical performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student can perform the activity under direct supervision. When both the student and clinical instructor are satisfied with the student's proficiency, the student performs studies under indirect supervision to gain experience and expertise in MRI imaging. Clinical training and direct/indirect supervision is provided by the local ARRT registered professional/technologist clinical instructor, in the affiliated clinical settings.

MODULE IV AMRI 400 – REGISTRY REVIEW

Prerequisites: Module I - III courses, **Co-requisite:** AMRI 401

Total clock hours: 48

This course provides a comprehensive review of all the topics covered from the very beginning of the Program in all the previous modules' didactic courses. Through this course the students will review and consolidate the learning, understanding and the ability to apply their knowledge to the clinical setting for the following learning outcomes: MRI Safety, Patient Care, Imaging Procedures, Sequence Parameters and Options, Data Acquisition and Processing and Physical Principles of Image Formation.

MODULE IV AMRI 401 – CLINICAL III

Prerequisites: Module I - III courses, **Co-requisite:** AMRI 400

Total clock hours: 384

Content is presented as a progression in competency levels through clinical performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student can perform the activity under direct supervision. When both the student and clinical instructor are satisfied with the student's proficiency, the student performs studies under indirect supervision to gain experience and expertise in MRI imaging. Clinical training and direct/indirect supervision is provided by the local ARRT registered professional/technologist clinical instructor, in the affiliated clinical settings.

MRI CLINICAL AND LAB GRADING

All grading of the clinical education courses is the responsibility of the Clinical Coordinator.

The number of MRI Procedures, Quality Control Procedures, General Patient Care Procedures, and MRI Safety Requirements for which the student has earned competency and the Clinical Evaluation Forms, will be used to assess MRI student's clinical performance. Copy of the above procedures and requirements forms must be returned to the Clinical Coordinator absolutely no later than the end of week 08 and of week 16. All Clinical Evaluation Forms must be returned to the Clinical Coordinator by the student as soon as completed during the week for which they are due, or absolutely no later than the week following their completion (week 04, 07, 10, 13, 16). Lab performance will be evaluated through quizzes. These procedures, requirements and evaluation forms are a means of recording a student's clinical performance and professional development. They also assist the student in recognition of their growth as an MRI technologist and assist in planning future clinical experiences. It assists the clinical instructor in determining strengths and weaknesses of the student's clinical performance while planning new learning experiences and it assists the Clinical Coordinator in determining strengths and weaknesses in the overall academic curriculum and in determining ways in which the individual student may be assisted in achieving individual clinical education objectives.

If a student is having difficulty with the clinical requirements, it is best to discuss this first with his/her local clinical instructor, and then with Clinical Coordinator and/or the Program Director at CBD College as soon as possible. Appropriate steps including tutoring, guidance and transfer to a different clinical site when possible, may be considered, if/when deemed appropriate and at the discretion of the Clinical Coordinator and/or Program Director.

If a student fails a lab or clinical course they may be unable to continue with the program. The student may be invited to apply for re-admission into the MRI program with the following cohort.

If it is determined through consultation with the clinical instructor that performance is unsatisfactory and the student can verify that there were extenuating circumstances to their inability to be successful within the allotted time, the Clinical Coordinator may offer the student an incomplete grade with terms for removal of it established by the Clinical Coordinator. An action plan will be constructed by the Clinical Coordinator with input from the student to address the terms for removal of the incomplete. The Clinical Coordinator may seek input from academic faculty and the

clinical instructor when constructing remedial action plans. Incomplete clinical coursework may interrupt the student's ability to proceed with subsequently scheduled didactic or clinical courses.

MAKE-UP

Clock hour make-ups will be capped as follows for didactic and lab sessions:

Module 1: 18 clock hours

Module 2: 15 clock hours

Module 3: 12 clock hours

Module 4: 6 clock hours

Once the student has reached the make-up limit for their respective module, no further make-ups will be allowed without a justifiable emergency and official written documentation.

MRI ACADEMIC INTEGRITY

Students are required to take all the exams and quizzes listed in the syllabus. It is not permitted to skip any test.

TESTING ENVIRONMENT

CBD students are expected to take their tests following and complying with ethical behavior and integrity principles.

Any kind of communication among students during a test, in any kind of language, is an example of academic dishonesty.

Students found cheating or engaged in any means of academic dishonesty are at risk of immediate termination.

Any questions relative to clarification of test instructions are to be directed to the instructor, not other students. In this case, when the student has a question he/she will raise his/her hand and wait for the instructor to acknowledge him/her.

General testing procedures

6. Prior to beginning a test, all students' possessions, except for pen/pencil must be placed under his/her chair.
7. Once the test is in process of being handed out:
 - a) Students **MUST** turn cell phones off or silence it before the start of the test and keep in an area assigned by the instructor;
 - b) No talking or any other type of communication will be allowed;
 - c) Students will not be permitted to leave the room and come back to resume the exam.

A student found violating any of these general testing procedures or exercising any practice that qualifies as academic dishonesty will have the test taken away, the student will be required to leave the test room, and the test will be graded as is, with no opportunity to be retaken.

Tardy Students will not be allowed to enter the room and will be under the retake policy for that test.

Students absent for a test will be automatically under the retake policy.

REVIEW OF QUIZZES AND EXAMS (TESTS)

Tests and assignments will be reviewed with the instructor after all of the students in the program have taken them. Notations may not be made during the review. All tests will be returned at the end of the review.

RETAKE POLICY

The retake policy limits students retaking an exam to earn a maximum of the minimum pass score established for the course.

This policy applies to students who miss a test without an excused absence and to those who fail a test.

Scores on the first attempt (if applicable) and on the retake will be compared and the higher score will be recorded, in case the student fails the retake.

Students will have 1 (one) opportunity to retake a test, within 1 (one) week of the failed/missed test, or until the last day of the course, whichever occurs first.

The number of retakes is limited to 1 (one) in each Module.

Plan for improvement

A Plan for improvement will be provided for students not achieving the minimum pass score in any given test.

The theory instructor will identify the areas needing improvement and will develop a plan indicating the areas needing improvement and the steps to be followed, allowing the students, if applicable, to retake the failed test, under the retake policy conditions, observing the timeframe of 2 (two) weeks of the failed/missed test, or until the last day of the course, whichever occurs first.

Remediation Plan

The remediation plan is an intensive intervention to help students with failing average scores to bring their GPA to the minimum required to pass the course. This plan is developed by the theory instructor and may include tutoring sessions, research projects and other didactic methodologies applicable to address the problem as deemed appropriate by the instructor.

Students not reaching the minimum pass score average at any given month during a Module will be advised to follow the Remediation Plan individually created to optimize the weak areas.

Failure in achieving the minimum pass score at the end of the module may result in immediate termination from the program.

PARTICIPATION & USE OF MRI SCANNERS FOR SIMULATED PROCEDURES

As a student in the CBD College Magnetic Resonance Imaging Program you are asked to participate in an academic or lab setting as a participant in program demonstrations and laboratory experiences for educational purposes. Participation is voluntary and rejection to participate will not affect your grade.

If you choose to participate, you understand that no commitment is made by CBD College to provide free medical care or compensation for your participation or any adverse results because of your participation. Supervised sessions are for educational purposes only and will not be used to diagnose medical conditions.

Although MRI is considered a safe imaging modality and does not emit the damaging ionizing radiation that is found in X-ray and CT imaging, it does employ a strong magnetic field. Students should notify their clinical instructor and Clinical Coordinator of any form of metallic, electronic, medical or non-medical implant, device, object on or inside their body prior to an MRI scan.

Prior to having an MRI scan, the following should be taken into consideration:

- Students with implants, particularly those containing iron, electronic implants such as pacemakers, vagus nerve stimulators, implantable cardioverter-defibrillators, loop recorders, insulin pumps, cochlear implants, deep brain stimulators, and aneurysm clips and capsules from capsule endoscopy should not approach and enter an MRI machine.
- Noise: loud noise commonly referred to as clicking and beeping, as well as sound intensity up to 120 decibels in certain MR scanners, may require special ear protection.
- Nerve Stimulation: a twitching sensation may sometimes result from the rapidly switched magnetic fields in the MRI.
- Pregnancy: while no negative effects have been demonstrated on the fetus, it is recommended that MRI scans be avoided as a precaution especially in the first trimester.
- Claustrophobia – students with even mild claustrophobia may find it difficult to tolerate long scan times inside the machine.

Students are expected to practice the principles of ALARA (As Low As Reasonably Achievable.) Guidance to be followed when participating in MRI lab training sessions includes:

- Users should familiarize themselves with the equipment.
- Use the minimum RF output power to optimize image quality while keeping SAR low.
- Reduce the exposure time.
- Do not perform studies without a reason and without the clinical instructor or clinical coordinator approval and supervision.
- Do not prolong sessions without reason.

The MRI Program prohibits the use of MRI on friends and family. Such use is a significant breach to CBD College's legal liability and will result in disciplinary action. The use of MRI is permitted only on other MRI compatible volunteer students under supervision of the clinical instructor or Clinical Coordinator and only to earn competency on the few (max. 5) elective procedures that could not be experienced with patients.

References:

2. ARRT Primary Pathway Magnetic Resonance Imaging Didactic and Clinical Competency Requirements
3. ASRT Magnetic Resonance Curriculum

MRI EQUIPMENT AND MATERIALS

• DVD Player • Computer • Two Gurneys/Wheeled Stretchers with brakes • One patient examination table • Patient transfer/slide board • Four Phlebotomy/Venipuncture practice dummy arms • 1" Surgical tape rolls • Rolls of Examination Table Paper • Storage Cabinet for Storage of Expendable Supplies • Examination Table Pillows • Disposable pillow covers • Wheel Chair with brakes • Basic laser alignment tool • Two Strong N52 Neodymium Magnet 1 inch Cubes • Iron filings • Disposable nitrile gloves (S, M, L size)	<u>Books:</u> • <i>Patient Care in Radiography: With an Introduction to Medical Imaging</i> • <i>Rad Tech's Guide to MRI: Imaging Procedures, Patient Care, and Safety</i> • <i>MRI in Practice</i> • <i>Sectional Anatomy for Imaging Professionals</i> • <i>CT & MRI Pathology: A Pocket Atlas</i> • <i>Rad Tech's Guide to MRI: Basic Physics, Instrumentation, and Quality Control</i> • <i>Handbook of MRI Scanning</i> • <i>Review Questions for MRI</i> <u>Software:</u> • Snagit • Adobe Acrobat X Pro, or PhantomPDF – multi-feature PDF editor <u>General Education:</u> • <i>Basic College Mathematics – ALEKS 360</i> • <i>College English and Business Communication</i> • <i>Conceptual Physics</i> • <i>Hole's Human Anatomy & Physiology</i> • <i>Essentials of Medical Language</i>
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ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL THERAPY ASSISTANT (OTA AAS)

1874 clock hours/ 82 weeks (Total time to complete the program may vary based on school holidays and breaks)
64 weeks Theory/Lab (18-20 hours per week) + 18 weeks externship (40 hours per week)

The Mission of CBD College's OTA Program is to provide an open and supportive learning environment that inspires and challenges students to become competent and ethical professionals. OTA graduates will use clinical reasoning based on evidence to provide client-centered, occupation based interventions resulting in enhanced occupational performance for the consumer. OTA graduates will be inspired to use their skills to give back to the community and be lifelong learners.

The ultimate goal of CBD College's OTA Program is to graduate professional, entry-level practitioners prepared to secure positions as occupational therapy assistants and who can practice in a competent and ethical manner, under the supervision of occupational therapists as defined by the American Occupational Therapy Association, Inc. and the laws of the state of California.

The Occupational Therapy Assistant Program is a comprehensive course of study that combines theory and fieldwork practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills which will enable them to become safe and competent practitioners as Occupational Therapy Assistants. Upon successful completion of the program, the graduate is eligible to take the National Board for Certification in Occupational Therapy (NBCOT) certification exam. Once the candidate receives notice from NBCOT that they passed the exam, the next step is to obtain licensure, which is required to practice as an Occupational Therapy Assistant in the state of California. In order to practice in the state of California, the candidate must complete an application for licensure with the California Board of Occupational Therapy.

Detailed information, including eligibility requirements, fees, application form(s), etc., on how to apply for OTA license is available through the California Board of Occupational Therapy (CBOT):

<http://www.bot.ca.gov/applicants/application.shtml>.

APPLICATION FOR INITIAL LICENSE CHECKLIST:

1. Submit application for an initial license and pay application fee
2. Live Scan your fingerprints for a background check (out-of-state applicants must submit fingerprint cards)
3. Submit verification of passing the national examination*
4. Request Official Transcript be sent to CBOT
5. Obtain Verification of Licensure or Letter of Good Standing (if applicable)
6. ONLY FOR APPLICANTS WITH DISCIPLINE AGAINST LICENSE ISSUED BY ANOTHER STATE AGENCY:
Provide certified copy of decision/order and explanation of the events and circumstances of the events leading to discipline.
7. ONLY FOR APPLICANTS WITH A CRIMINAL HISTORY Provide supporting documents (e.g., certified court documents, certified arrest reports, and explanation of the events and circumstances of the conviction(s)).

Note: The first three steps do not need to be completed in the order identified.

*CBOT recommends submitting the application to NBCOT to take the national certification examination at the same time the application for an initial license is submitted to CBOT. CBOT and NBCOT have varying processing times and applications are processed in date-order received. Submitting applications to CBOT and NBCOT at the same time avoids unnecessary delays in issuance of the license once the examination is passed.

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, schools, skilled nursing facilities, outpatient clinics and private practices. The program includes 720-hours of fieldwork experiences that must be completed prior to graduation.

Graduates of the Occupational Therapy Assistant Program should meet the following program objectives as outlined by The Accreditation Council for Occupational Therapy Education:

1. Have acquired an educational foundation in the liberal arts and sciences, including a focus on issues related to diversity.
2. Be educated as generalists with a broad exposure to the delivery models and systems used in settings where occupational therapy is currently practiced and where it is emerging as a service.
3. Have achieved entry-level competence through a combination of academic and fieldwork education.
4. Be prepared to articulate and apply occupational therapy principles and intervention tools to achieve expected outcomes as related to the occupation.
5. Be prepared to be lifelong learners and keep current with best practices.
6. Uphold the ethical standards, values, and attitudes of the occupational therapy profession.
7. Understand the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process.
8. Be prepared to advocate as professionals for the occupational therapy services offered, and for the recipients of those services.

Program Objective:

The Associate of Applied Science Occupational Therapy Assistant degree is designed to prepare the student to work in the allied health field as an entry-level occupational therapy assistant under the supervision of and in partnership with the occupational therapist. This preparation is accomplished through didactic, laboratory, and fieldwork instruction in the knowledge, skills, and professional responsibilities of an occupational therapist assistant. The successful program graduate will be able to help patients with mental, emotional, physical or developmental impairments that impede them from accomplishing everyday activities. An occupational therapist assistant will implement rehabilitative interventions outlined by an occupational therapist treatment plan or contribute to the modification of the treatment plan by exchanging information about the patient's response to the occupational therapist. In addition, the graduate will be prepared to exercise discretion and judgment in the delivery of appropriate and compassionate occupational therapy services in accordance with AOTA standards, federal and state laws, and other regulatory requirements.

Graduates of the OTA Program will be able to sit for the national certification exam offered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the individual will be a Certified Occupational Therapy Assistant (COTA). The California Board of Occupational Therapy, through the Department of Consumer Affairs, licenses OTAs to practice within the State of California. A certified and licensed occupational therapy assistant will be qualified to work as an entry-level occupational therapy assistant in a hospital or medical center, assistive living centers, nursing homes, outpatient clinics, school settings or in patients' homes.

A student of the CBD OTA program must pass all general education courses, core theory and laboratory courses, and fieldwork courses with a grade of 75% or better to complete the program.

The instructional delivery of the OTA program is blended (residential and distance learning).

Upon successful completion of the program, graduates may obtain employment as:

- Occupational Therapy Assistants (CIP # 51.0803; O-NET # 31-2011.00)

Module #	Module Title	Week #	Clock Hours
I	General Education	01-16	296
II	Fundamentals	17-32	288
III	Foundations	33-48	320
IV	Clinical Application	49-64	290
V	Fieldwork Education	65-82	680
Total:			1874

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class

instruction, with the remaining portion being designated as a break.

Program Curriculum:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
ENG 100	Written and Oral Communication	48	0	0	48
BIO 100	Anatomy and Physiology	144	0	0	144
MTH 100	College Math	48	0	0	48
PSY 100	Introduction to Psychology	32	0	0	32
MT 100	Medical Terminology	24	0	0	24
OTA 200	Concepts in Rehabilitation	48	0	0	48
OTA 210	Clinical Conditions and Applications	48	48	0	96
OTA 220	Analysis of Creative Occupations	48	0	0	48
OTA 230	Kinesiology	48	48	0	96
OTA 300	Fundamentals of OT	48	16	0	64
OTA 310	Psychosocial Theory and Group Process	32	32	0	64
OTA 320	Occupational Performance in Adults to Geriatrics	32	32	0	64
OTA 330	Occupational Performance in Pediatrics	48	32	0	80
OTA 340	Neuro for OT	48	0	0	48
OTA 400	Fieldwork I	0	0	80	80
OTA 410	Rehabilitation/Neuro Disorders	49	49	0	98
OTA 420	Therapeutic Adaptations	35	35	0	70
OTA 430	Professional Practice	21	21	0	42
OTA 500	Fieldwork IIA	0	0	320	320
OTA 510	Fieldwork IIB	0	0	320	320
OTA 520	NBCOT Preparation	40	0	0	40
TOTAL		841	313	720	1874

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://www.cbd.edu/programs/occupational-therapy-assistant/>.

OTA AAS Course Descriptions:

MODULE I ENG 100 – WRITTEN AND ORAL COMMUNICATIONS

Prerequisites: None.

Total clock hours: 48

This course is designed to provide students with greater skills in all aspects of oral and written presentations. The course enables students to prepare effective speeches, emphasizing the relevant elements of public speaking, and compose logical, coherent essays and reports necessary for academic and professional success. The process of preparing a presentation is covered, including topic selection, development, research, organization, language and delivery of speeches for many types of audiences and occasions. Students will become proficient in research techniques, learn critical thinking skills through expository and persuasive reading selections, and apply these skills to creating original essays and a final research paper.

MODULE I BIO 100 – ANATOMY AND PHYSIOLOGY

Prerequisite: None.

Total clock hours: 144

This course is an introduction to the structure and function of the human body, with an emphasis on the properties of cells, tissues and organ systems, and their relationships in both health and disease. The structure and function of the organ systems, muscles and nerves are studied.

MODULE I MTH 100 – COLLEGE MATH

Prerequisite: None.

Total clock hours: 48

This course is designed primarily for students who know the fundamentals of arithmetic and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, and provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solution of linear equations.

MODULE I PSY 100 – INTRODUCTION TO PSYCHOLOGY

Prerequisites: None.

Total clock hours: 32

This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.

MODULE I MT 100 – MEDICAL TERMINOLOGY

Prerequisite: None.

Total clock hours: 24

This course introduces medical terminology, which includes basic word structure, anatomical terms, terminology used to describe organ systems, body structure, medical diagnoses, and procedures. Students also receive instruction in the correct pronunciation of medical terms.

MODULE II OTA 200 – CONCEPTS IN REHABILITATION

Prerequisite: Module I, **Co-requisite:** Concurrent Module II courses

Total clock hours: 48

This course offers a comprehensive overview of the legal, ethical, legislative, financial and professional issues that affect rehabilitation providers and services today. The students, through class discussions, self-study, reflective writing and participation in projects, develop a global perspective and an awareness that prepares them for future leadership roles in their professions.

MODULE II OTA 210 – CLINICAL CONDITIONS AND APPLICATIONS

Prerequisite: Module I, **Co-requisite:** Concurrent Module II courses

Total clock hours: 96

This course serves as an introduction to the clinical environment and includes instruction and application of basic patient care skills such as proper positioning and draping, hand washing, universal precautions, use and application of personal protective equipment, sterile technique, body mechanics, range of motion, transfers,

ambulation, and bed/wheelchair mobility. Students also receive instruction in vital signs, CPR for healthcare providers, and other emergency procedures and responses.

MODULE II OTA 220 – ANALYSIS OF CREATIVE OCCUPATIONS

Prerequisites: Module I, **Co-requisite:** Concurrent Module II courses

Total clock hours: 48

This course will teach the theory and practice of activity analysis through the engagement in creative occupations in order to promote wellness and improve function across the life span. Instruction includes task analysis, grading, adaptation and modification of activities. Selection, application, and documentation of media use in a variety of settings while applying the OT Practice Framework will be emphasized.

MODULE II OTA 230 – KINESIOLOGY

Prerequisites: Module I, **Co-requisite:** Concurrent Module II courses

Total clock hours: 96

This course introduces the student to the science of human movement. The students evaluate biomechanical forces on the body, and learn the concepts of locomotion, forces and levers. Topics include origins, insertions, innervations and actions of prime movers of the musculoskeletal system.

MODULE III OTA 300 – FUNDAMENTALS OF OT

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses *Total clock hours: 64*

This course, through study and application, covers the fundamentals of occupational therapy practice including the OT framework, OT process, family, multicultural issues and factors, written and verbal communication skills, self-awareness, the AOTA's stated core values, professional ethics, and documentation.

MODULE III OTA 310 – PSYCHOSOCIAL THEORY AND GROUP PROCESS

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses *Total clock hours: 64*

This course introduces theory and application of occupational therapy in the evaluation and treatment of psychosocial dysfunction and covers the developmental continuum and major frames of reference. Group dynamics and process are emphasized. Psychosocial issues in other practice areas are discussed.

MODULE III OTA 320 – OCCUPATIONAL PERFORMANCE IN ADULTS TO GERIATRICS

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses *Total clock hours: 64*

This course introduces students to the basic concepts of management of common orthopedic disorders. Lecture and lab will include instruction on tissue healing, gait training, therapeutic exercise and common orthopedic injuries and management of surgical cases.

MODULE III OTA 330 – OCCUPATIONAL PERFORMANCE IN PEDIATRICS

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses *Total clock hours: 80*

This course's emphasis will be on occupational therapy services provided from birth through school age and young adulthood. Frames of reference such as neurodevelopment treatment, sensory integration, developmental, and motor learning theory will be introduced and practiced. Students will continue to implement the OT Framework. Students will learn to give population specific standardized assessments. Trends in special education and transition services will be explored.

MODULE III OTA 340 – NEURO FOR OT

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses

Total clock hours: 48

This course is designed to help students expand their knowledge in practical problem-solving skills essential for fieldwork and clinical practice. Focus will center on professionalism, roles and responsibilities of the OTA, ethics,

safety, effective communication and documentation. Students will demonstrate competence in theories and concepts learned in prior OTA core courses to better prepare them for OTA 500 Fieldwork II.

MODULE IV OTA 400 – FIELDWORK I

Prerequisites: Modules I – III, **Co-requisite:** None

Total clock hours: 80

During this course, students will have a supervised clinical experience: 80 hours of clinical education exposure, including observations and applications of occupational therapy services.

MODULE IV OTA 410 – REHABILITATION/ NEUROLOGICAL DISORDERS

Prerequisites: Modules I – III, **Co-requisite:** Concurrent Module IV courses

Total clock hours: 98

This course places comprehensive emphasis on the functional relationship between the nervous system and the musculoskeletal system as it relates to the rehabilitation techniques and procedures that rehabilitation professionals use in treating patients with neurological, orthopedic, medical and/or spinal cord diseases or injuries. The course emphasizes the neuro-rehabilitation concepts for these patient populations.

MODULE IV OTA 420 – THERAPEUTIC ADAPTATIONS

Prerequisites: Modules I – III, **Co-requisite:** Concurrent Module IV courses

Total clock hours: 70

This course builds on the theory and practice of therapeutic adaptations and includes ergonomics, basic environmental modification and practical alterations to equipment, including adapted mobility, orthotics, and very basic electronics. The OT Framework is implemented throughout the course.

MODULE IV OTA 430 – PROFESSIONAL PRACTICE

Prerequisites: Modules I – III, **Co-requisite:** Concurrent Module IV courses

Total clock hours: 42

This course is designed to help students expand their knowledge in practical problem-solving skills essential for fieldwork and clinical practice. Focus will center on professionalism, roles and responsibilities of the OTA, ethics, safety, effective communication and documentation. Students will demonstrate competence in theories and concepts learned in prior OTA core courses to better prepare them for OTA 500 Fieldwork II.

MODULE V OTA 500 – FIELDWORK IIA

Prerequisites: Modules I – IV, **Co-requisite:** None

Total clock hours: 320

During this course students will have a supervised application of occupational therapy procedures in the treatment of patients at a selected fieldwork site. This 320 clinical-hour course is designed for students to begin integrating all the concepts they have learned in the occupational therapy curriculum.

MODULE V OTA 510 – FIELDWORK IIB

Prerequisites: Modules I – IV, OTA 500, **Co-requisite:** None

Total clock hours: 320

During this course students will have a supervised application of occupational therapy procedures in the treatment of patients at a selected fieldwork site. This 320 clinical-hour course is a continuation of Fieldwork II and prepares the student to be an entry level occupational therapist assistant.

MODULE V OTA 520 – NBCOT PREPARATION

Prerequisites: Module I – IV, OTA 500, OTA 510, **Co-requisite:** None

Total clock hours: 40

This course prepares students to apply and prepare for the National Board Certification of Occupational Therapy (NBCOT) exam. Students will learn test-taking strategies, apply clinical and didactic knowledge to case study exam questions and take two practice exams.

OTA EVALUATION/PROGRESSION POLICY

The CBD OTA program is a modular program. All students are admitted as a cohort and the curriculum is designed so that students will complete all of the required courses within 5 Modules. A student must pass all courses in Module I to progress to Module II, must pass all courses in Module II to progress to Module III, etc. A student must pass all Modules to be able to graduate. Each didactic course for all Modules must be passed with a 75% or higher, and clinical courses with a Pass. If a student fails a course at some point in the sequence they will be dropped from the program and may apply for a spot in the next available cohort.

ADVISING/CONTINUED EVALUATION:

In the first module the OTA Program, the Director meets with each student midway through and at the end of the module to review and discuss their academic performance. In Module II, OTA Students are assigned an OTA Faculty member/advisor who offers advising and mentoring for Modules II-IV (midway) and as needed based on their academic progress. If students are falling below academic standards during any module, a Student Success Plan is completed for the student and the adviser sets a follow up meeting with the student two weeks after and, as needed, to review progress. In the event a student fails a Module, the PD will meet with that student at the end of the Module (Module I) and the OTA advisor and PD will meet with that student at the end of the module (Module II-IV).

BASIS FOR FIELDWORK GRADING

All grades assigned to students for Fieldwork Education courses are the sole responsibility of the AFWC.

Level I. Successful completion of the Level I fieldwork placement includes:

- Completion of 80 hours of participation, as confirmed by the Level I Fieldwork Educator on the CBD provided time card
- Satisfactorily meet Level I fieldwork performance objectives, as documented by the Fieldwork Educator on the Philadelphia Region Fieldwork Consortium Level I Fieldwork Student Evaluation (2nd ed.)
- Completion of the fieldwork assignments, as documented within the associated Level I Fieldwork syllabus

Level II (A and B). Successful completion of a Level II fieldwork placement includes:

- Completion of 640 hours of full time fieldwork, as confirmed by the Level II Fieldwork Educator on the CBD provided time card
- Passing the AOTA Level II Fieldwork Performance Evaluation (FWPE) for the OTA
- Completion of the fieldwork assignments, as documented within the associated Level II Fieldwork syllabi
- Overall grade of "PASS"

The AOTA Fieldwork Performance Evaluation will be used to assess the OTA student's Level II (A and B) Fieldwork performance at the halfway point and upon completion of the fieldworks. Fieldwork educators will be provided written materials and structure to guide suggested routine formative assessment during Level II (A and B) fieldworks. Evaluation materials must be returned to the AFWC by the student or Fieldwork Educator via mail within a week after the completion of a fieldwork rotation, or sooner. All course related assignments and materials must be submitted by the student within a week after the completion of a rotation. Please see the syllabi for instruction regarding these courses.

These evaluation forms are a means of recording a student's fieldwork performance and professional development. They also assist the student in recognition of their growth as an OTA, and assist in planning future fieldwork experiences. It assists the fieldwork supervisor in determining strengths and weaknesses of the student's fieldwork performance while planning new learning experiences; it assists the AFWC in determining strengths and weaknesses in the overall academic curriculum, and in determining ways in which the individual student may be assisted in achieving individual fieldwork objectives.

If a student is having difficulty with the fieldwork requirements, it is best to discuss this with his/her fieldwork educator and AFWC at CBD College as soon as possible. Appropriate action steps include tutoring, guidance, and collaborative student success plans.

If a student fails a Level I or Level II (A and B) Fieldwork course, they may be unable to continue with the program, depending on the circumstances. Continuation will be determined on a case by case basis with the AFWC, Program Director and FW Educator.

If it is determined through consultation with the fieldwork educator that performance is unsatisfactory, and the student can verify that there were extenuating circumstances to their inability to be successful within the allotted time, the AFWC may offer the student an incomplete grade with terms for removal established by the AFWC. A student success plan will be constructed by the AFWC with input from the student to address the terms for removal of the incomplete. The AFWC may seek input from academic faculty and the fieldwork educator when constructing remedial action plans. Incomplete fieldwork coursework may interrupt the student's ability to proceed with subsequently scheduled didactic or fieldwork courses. Before remediation of a failed fieldwork, a conference must be held with the fieldwork coordinator and the program director to develop a remedial plan. If a make-up affiliation is recommended, a one-time only make-up affiliation is allowed for Level I, and Level II (A and B) experiences.

If a student is unable to complete the required fieldwork placement within the arranged time, he or she will have up to a maximum of 6 months following the end of their OTA coursework – Module V to complete their fieldwork.

OTA TESTING PROCEDURES

STUDENTS ARE REQUIRED TO TAKE ALL THE EXAMS LISTED IN THE SYLLABUS. IT IS NOT PERMITTED TO SKIP ANY TESTS.

1. Written examinations will be given on scheduled days in each course and laboratory practicals will be given in select OTA courses.
2. Each instructor will determine the test schedule, content and format of the tests.
3. **Examinations** - Students who miss an exam (final or otherwise) in case of emergency only, will take an alternative version at a later date agreed upon with the instructor and will receive no more than a minimum passing score of 75%. If the student misses the agreed upon retake of the missed exam date, the exam score will be a 0%. The student **MUST** take all exams in order to pass the course. If a student does not take the final comprehensive exam (in case of emergency only) on the scheduled date, he/she will be required to complete this examination within 5 school days or prior to the start of the next Module, whichever comes first. If the final exam is not taken, the grade for the final exam will automatically be converted to an "F."
4. **Homework or Quizzes** - Students may not hand in homework assignments past the due date and must complete all quizzes within the designated timeframe for said quiz. No make-up quizzes will be permitted, **no exceptions**.
5. Students must pass each OTA program core course laboratory practical with a 75% or above. Critical safety skills and precautions, such as but not limited to locking and unlocking a wheelchair; understanding fall precautions; transfers; contraindications for specific interventions; proper body mechanics; use of adaptive equipment, etc. will be highlighted in bold print and a student must show competence on these skills without exception, or it will result in a Failure for the course.

REVIEW OF TESTS/ASSIGNMENTS

Tests and assignments will be available for review with the instructor after all of the students in the class have completed them. The midterm, final, practical examinations and quizzes will be retained by CBD College OTA program after the student has had a chance to review their test or quiz.

OCCUPATIONAL THERAPY CODE of ETHICS

The 2015 Occupational Therapy Code of Ethics (Code) of the American Occupational Therapy Association (AOTA) is designed to reflect the dynamic nature of the profession, the evolving health care environment, and emerging technologies that can present potential ethical concerns in research, education, and practice. AOTA members are committed to promoting inclusion, participation, safety, and well-being for all recipients in various stages of life, health, and illness and to empowering all beneficiaries of service to meet their occupational needs. Recipients of services may be individuals, groups, families, organizations, communities, or populations (AOTA, 2014b).

The Code is an AOTA Official Document and a public statement tailored to address the most prevalent ethical concerns of the occupational therapy profession. It outlines Standards of Conduct the public can expect from those in the profession. It should be applied to all areas of occupational therapy and shared with relevant stakeholders to promote ethical conduct.

The Code serves two purposes:

1. It provides aspirational Core Values that guide members toward ethical courses of action in professional and volunteer roles, and
2. It delineates enforceable Principles and Standards of Conduct that apply to AOTA members.

Please see the link: <https://www.aota.org/~media/corporate/files/practice/ethics/code-of-ethics.pdf>

OTA EQUIPMENT AND MATERIALS

- Theraband -Yellow, Red, Green, Blue, Black
- Dumbbell Weight Set with Rack
- Exercise Ball-Orange, Green, Red, Blue
- Two Way Air Pump
- Therapy Rehab Weighted Bar-1, 2, 3, 5 lbs.
- Therapy Putty-Soft, Medium Soft, Firm
- Therapy Putty Hand Exercise Book
- Putty Containers
- Graded Pinch Exerciser
- 2-Handle Mug
- Abduction Pillow
- Adhesive Prisms
- Adjustable Drop Arm Commode
- Adjustable Suction Cup Grab bar
- Alcohol Prep Pads
- Arm Air Pressure Splint-Half, Long Arm
- ATD Mirror Box OR Folding Mirror Therapy Box
- Automatic Card Shuffler
- Bath Towels
- Bed Pan
- Bendable Diabetic Inspection Mirror
- Bilateral Sander
- Blood Pressure Cuffs
- Bosu Pro Balance Trainer
- Bumbo Seat and Tray
- Button Hook
- Child Feeding Spoons
- Clear Flip Away Half Tray
- Crutches
- Cylindrical Tubing Brown, Blue, Red
- Desensitization Kit

OTA books:

- *Introduction to Occupational Therapy*
- *Occupational Therapy Practice Framework: Domain and Process* AOTA
- *OTA Tool Kit*
- *Occupational Therapy with Elders: Strategies for the COTA*
- *Mental Health Concepts and Techniques for Occupational Therapy Assistant*
- *Pediatric Skills for Occupational Therapy Assistants*
- *Developmental Milestones Guide: A Quick Screening, and Goal Writing Reference of Developmental Milestones*
- *The OTA's Guide to Documentation: Writing SOAP Notes*
- *Group Dynamics in OT: The Theoretical Basis and Practice Application of Group Intervention*
- *Pedretti's Occupational Therapy: Practice Skills for Physical Dysfunction*
- *Quick Reference Neuroscience for Rehabilitation Professionals: The Essential Neurological Principles Underlying Rehabilitation Practice*
- *Vision, Perception, and Cognition: A Manual for the Evaluation and Treatment of the Adult with Acquired Brain Injury*
- *Occupation-Based Activity Analysis*
- *Kinesiology for the Occupational Therapy Assistant: Essential Components of Function and Movement*

- Digital Thermometer
- Dressing Stick
- Dycem Roll Bulk
- Easy Cut Plate
- Easy Glide Writer
- Economy Arm Skate
- Economy Strapping Material
- Elastic Shoe Laces
- Equipment Sani Wipes
- First Aid Kit
- Flexi Cups
- Flexible Inspection Mirror
- Flexible Tape measure
- Flexible Utensils Spoon
- Flexible Utensils Fork
- Folding 3x Magnifier
- Foot Brush
- Foot Funnel
- Forearm Crutches
- Full Page Rigid Magnifier
- Furniture Risers
- Gait belts
- Glove Box Holder
- Goniometers-S, L
- Hand Keyper
- Hand Towels
- Hand Volumeter
- Hatch Edema Gloves - full finger: XS, S, M, L
- Head Pointer
- Heat Gun
- Height Adjustable Tub Grab Bar
- Hemi sling
- Hemi Walker
- Hospital Bed
- IV Pole
- Jobst Stocking Donner
- Kinesiotape
- L Grab Bar for Shower
- Lifestyle Long Handle Comb & Brush
- Long handle Back Scrubber with Curved Handle
- Long Handled Broom
- Long Handled Dishpan
- Long Handled Shoe Horn
- Long Handled Sponge
- Long Reacher
- Magnetic Picture Maker
- Male Urinal
- Medium Pillows
- Medium Size Pillow Cases
- Mobile Arm Support
- Moleskin
- Nasal cannula

- *Trail Guide to the Body: How to Locate Muscles, Bones and More*
- *Trail Guide to the Body Workbook*
- *Visible Body Muscle Premium (app)*
- *Professionalism in Health Care: A Primer for Career Success*
- *National Occupational Therapy Assistant Certification Exam Review & Study Guide*
- *AOTA's NBCOT Exam Prep*

General Education:

- *College English and Business Communication*
- *Hole's Human Anatomy & Physiology*
- *A Visual Analogy Guide to Human Anatomy*
- *Basic College Mathematics – ALEKS 360*
- *Psychology and Your Life with P.O.W.E.R. Learning*
- *Essentials of Medical Language*

- No Tip Weighted Base Cup
- Nosey Cutout Tumblers
- Nylon Turner
- One Handled Nail Care
- Oven & Water Heater for Splints
- Overbed/Hospital Bedside Table
- Plastic Card Holder
- Plastic Plate Guard
- Plastisol Coated Spoons
- Pocket Magnifier
- Polypropylene Stockinette
- Prism Glasses
- Pulse Oximeter
- Quadriplegic Palmar Clip with Pocket
- Rainbow Foldable Mat Large
- Regular Bed
- Retractable Utility Knife
- Reusable Heat Pan Liner
- Rigid Leg Lifter
- Rocker Knife
- Rolling Walkers
- Rolyan Hook & Loop: Self Adhesive
- Rolyan Small Clinic Pack A
- Rubber Massage Brushes
- Scissors
- Scooperbowl with Suction Cup
- Scooter Board
- See Me Tunnel
- Self Adhesive Cohesive Wrap
- Self-Wipe Toilet Aid
- Sensory Brushes
- Sheets & Bedding
- Shower Chair
- Single Mobile Mirror
- Single Serve Salt and Sugar Packets
- Slip on Typing/Keyboard Aid
- Slip On Writing Aid
- Small Dixie Cups
- Small Test Tubes
- Sock/Stocking Aid-Terry Cloth & Hard Plastic
- Sock-Eez
- Soft Flexible Leg Lifter
- Soft Grip Curved Utensils
- Speech Therapy Dual Mirror
- Standard Reacher
- Standing Page Magnifier
- Step Stool
- Stethoscope
- Suction Brush
- Sure Lock Reacher with Rubber Tips
- Tabletop Easel
- Tall Stacking Pegs Building Set

● TENS AND NMES units ● Tensogrip Stockinette 2.5, 2.75, 3, 3.5, 4" ● Three Compartment Scoop Dish ● Tonic Water ● Toothettes ● Toss and Catch ● Transfer Board ● Transfer Tub Bench ● Triangular Suction Plate ● Tumbleforms Wedge ● Two Headed Stethoscope ● Two-Tiered Horizontal Bolt Board ● Universal Cuff-S, L ● Value Space Saver Mat Platform ● Valu-Form Roll ● Valu-Form Wedge ● Versa Form Pillows ● Versa Form Pump ● Walker Basket ● Wanchik's Writer ● Wanshik's Writer #2 ● Weighted & Bendable Utensils ● Weighted Blanket ● Weighted Button Aid ● Weighted Critter ● Weighted Mug w/Lid ● Weighted Vest ● Wheelchairs w/Footrests ● Wrist Support Orthosis ● Yes U Can Fine Motor Exercise Kit ● Zipper Pull	
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ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT (PTA AAS)

1820 clock hours/ 81 weeks (Total time to complete the program may vary based on school holidays and breaks)

64 weeks Theory/Lab (18-19.5 hours per week) + 17 weeks externship (40 hours per week)

The **Mission of the Physical Therapist Assistant program** is to graduate entry level physical therapist assistant practitioners who practice in a safe, legal and ethical manner under the supervision of a physical therapist and seek to advance their competence through the pursuit of lifelong learning.

The **ultimate goal** of CBD College's PTA Program is to educate its students with the knowledge and skills to function within the physical therapist assistant scope of practice, as defined by the American Physical Therapy Association and the laws of the State of California, and advance their competence through the pursuit of lifelong learning.

The Physical Therapist Assistant Program is a comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes, and skills which will enable them to become safe and competent practitioners as Physical Therapist Assistants. Upon successful completion of the program, the graduate is eligible to take the National Physical Therapy Examination (NPTE) and the California Law Examination (CLE), which relates to the practice of physical therapy in California, to obtain licensure as required for the practice as a Physical Therapist Assistant.

The program retains a qualified faculty who prepare students for entry-level positions leading to careers or career advancement in a number of health care facilities including hospitals, medical centers, skilled nursing facilities, outpatient clinics and private practices. The program includes 680-hours of clinical experience that must be completed prior to graduation.

Philosophy:

We believe that the education process should provide every student with an opportunity to develop the knowledge, skills, professionalism and values needed to successfully pursue a productive and fulfilling career as a Physical Therapist Assistant. To that end, we seek to admit individuals who enjoy interacting with people in a caring and compassionate manner, can manage the demands of a rigorous learning process, and demonstrate the integrity and adaptability needed to practice in a rapidly changing health care environment. As faculty, we recognize that our students are adult learners who possess diverse thinking styles and bring a variety of past experiences to the educational process. We strive to build on those past experiences and utilize their strengths as learners to provide them with opportunities for new learning experiences using a variety of interactive instructional methods such as classroom lectures, media presentations, laboratory practice, web-based applications, simulations and supervised patient care experiences.

Our primary goal is to prepare a caring and competent entry-level practitioner who works effectively as a member of the health care team to deliver physical therapy interventions that are grounded in scientific evidence and sound ethical judgment. To accomplish this goal, we believe the curriculum must begin with the introduction of foundational knowledge and skills that can be progressively applied and integrated in a clinical context that focuses on the prevention and treatment of illnesses/disabilities which impair functional movement in people of all ages and lifestyles. This progression and integration occurs in a spiral fashion (see figure on following page) which allows the learner to review and reflect on past experiences as he or she prepares to apply them to more complex, novel situations. In addition to facilitating the achievement of clinical competence, the faculty is committed to modeling professionalism to our students and serving as advocates for the physical therapy profession and the patients we serve. Finally, we embrace education as a lifelong process that enables physical therapist assistants to maintain and advance their clinical competence in order to meet the future challenges of an evolving profession and health care system.

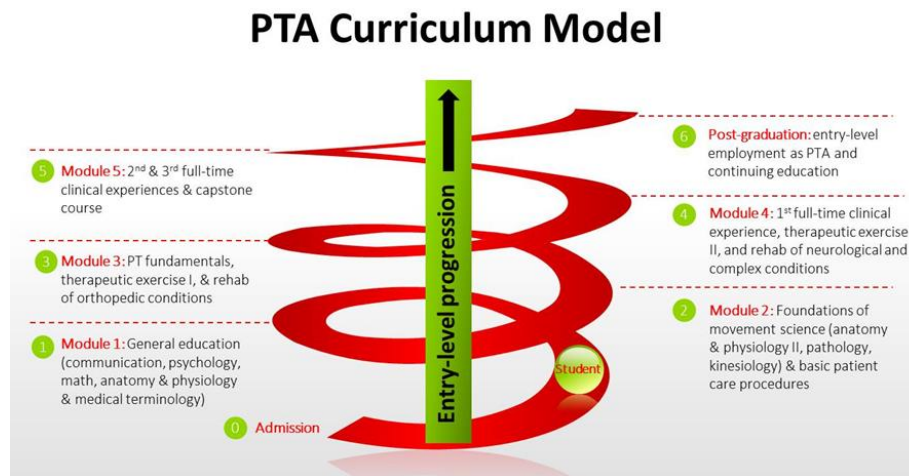
CBD College strives to provide a physical therapist assistant curriculum that allows students to experience physical therapy at different clinical sites in the community. This also exposes the students to diversity not only amongst the patients at all age levels, but also to the diversity of the different health care delivery systems. The students

give care learning to incorporate the patient's family, environment and cultural factors in the most safe and effective way while under the supervision of the Physical Therapist (PT).

Graduates of the program in Physical Therapist Assistant will meet the following program objectives:

1. Practice in safe, competent, legal and ethical manner, under the supervision of a physical therapist.
2. Students will have the capability to be successful on the PTA licensure exam, and acquire an entry-level position as a PTA.
3. Provide competent and compassionate patient care.
4. Demonstrate ability to implement interventions as developed by the supervising physical therapist for all patients in their care.
5. Demonstrate appropriate problem solving and critical thinking within the scope of work as a Physical Therapist Assistant.
6. Seek to advance their competence through the pursuit of lifelong learning.

Program Objective:



The Physical Therapist Assistant Program provides students with the theory, laboratory and clinical experiences that will prepare them to assume the role of competent and safe entry-level physical therapist assistants, to work under the supervision of a licensed physical therapist, providing services to patients and clients of all ages who have impairments, functional limitations, disabilities, or changes in physical function and health status resulting from injury, disease, or other causes. Physical Therapy treatments are rendered in a variety of healthcare settings, including hospitals, skilled nursing facilities, school systems, outpatient clinics, and private practices.

Upon successful completion of the program, the graduate is eligible to take the National Physical Therapy Examination (NPTE) and apply for licensure or registration in any state or jurisdiction. Passing the NPTE and the California Law Exam (CLE) are both required to become licensed and to work as a physical therapist assistant in the state of California.

Detailed information, including eligibility requirements, fees, application form(s), etc., on how to apply for a PTA license in any state or jurisdiction is available through the Federation of State Board of Physical Therapy (FSBPT) at <https://www.fsbpt.org/Secondary-Pages/Exam-Candidates/Applying-for-State-License>.

The qualifications and requirements for licensure in the state of California are reprinted here, and available through the Physical Therapy Board of California (http://www.ptbc.ca.gov/applicants/how_to_apply.shtml).

Every applicant for a PTA license, at the time of application, must be a person over 18 years of age, not addicted to alcohol or any controlled substance, have successfully completed the education and training required under applicable law, and not have committed acts or crimes constituting grounds for denial of licensure under applicable law. Additionally, no person shall receive a license under without first successfully passing the following examinations, where success is determined based on the examination passing standard set by the board:

- (1) An examination under the direction of the board to demonstrate the applicant's knowledge of the laws and regulations related to the practice of physical therapy in California. The examination shall reasonably test the applicant's knowledge of these laws and regulations.
- (2) The physical therapy examination for the applicant's licensure category. The examination for licensure as a physical therapist shall test entry-level competence to practice physical therapy. The examination for licensure as a physical therapist assistant shall test entry-level competence to practice as a physical therapist assistant in the technical application of physical therapy services.
 - (b) An applicant may take the examinations for licensure as a physical therapist or for licensure as a physical therapist assistant after the applicant has met the educational requirements for that particular category of licensure.
 - (c) The examinations required by the board for a license may be conducted by the board or by a public or private organization specified by the board. The examinations may be conducted under a uniform examination system and, for that purpose, the board may make arrangements with organizations furnishing examination materials as may, in its discretion, be desirable.

The instructional delivery of the PTA program is blended (residential and distance learning).

Upon successful completion of the program, graduates may obtain employment as

- Physical Therapist Assistants (CIP # 51.0806; O-NET # 31-2021.00)

Module #	Module Title	Week #	Clock Hours
I	General Education	01-16	296
II	Foundations	17-32	304
III	Orthopedic	33-48	312
IV	Rehabilitation	49-64	318
V	Clinical Education	65-81	590
Total:			1820

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Program Curriculum:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
ENG 100	Written and Oral Communication	48	0	0	48
BIO 100	Anatomy and Physiology	144	0	0	144
MTH 100	College Math	48	0	0	48
PSY 100	Introduction to Psychology	32	0	0	32
MT 100	Medical Terminology	24	0	0	24
PTA 200	Introduction to Physical Therapist Assisting	56	0	0	56
PTA 210	Physical Therapy Procedures	32	56	0	88
PTA 220	Pathophysiology	48	0	0	48
PTA 230	Kinesiology	64	48	0	112
PTA 300	Physical Therapy Fundamentals	48	48	0	96
PTA 310	Therapeutic Exercise	64	64	0	128
PTA 320	Health Conditions I	48	0	0	48
PTA 330	Physical Therapist Assistant Practice I	40	0	0	40
PTA 400	Clinical Experience I	0	0	120	120
PTA 410	Physical Rehabilitation	48	72	0	120
PTA 420	Health Conditions II	48	0	0	48
PTA 430	Physical Therapist Assistant Practice II	30	0	0	30
PTA 500	Clinical Experience II	0	0	280	280
PTA 510	Physical Therapist Assistant Capstone I	10	0	0	10
PTA 520	Clinical Experience III	0	0	280	280
PTA 530	Physical Therapist Assistant Capstone II	20	0	0	20
TOTAL		852	288	680	1820

PTA AAS Course Descriptions:

MODULE I ENG 100 – WRITTEN AND ORAL COMMUNICATIONS

Prerequisite: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 48

This introductory course is designed to develop skill in all aspects of communication as a member of a healthcare team. The course enables students to develop skills in written, verbal and non-verbal communication, emphasizing styles and methods appropriate to the audience. The focus is on preparing students to exchange information with patients and coworkers, make oral and written presentations, and select effective and timely methods of communication.

MODULE I BIO 100 – ANATOMY AND PHYSIOLOGY

Prerequisite: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 144

This course covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Interactions between systems, common human disease processes, and normal changes across the lifespan are introduced.

MODULE I MTH 100 – COLLEGE MATH

Prerequisite: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 48

This course is designed primarily for students who know the fundamentals of arithmetic and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, and provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solution of linear equations.

MODULE I PSY 100 – INTRODUCTION TO PSYCHOLOGY

Prerequisite: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 32

This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.

MODULE I MT 100 – MEDICAL TERMINOLOGY

Prerequisite: None, **Co-requisite:** Concurrent Module I courses

Total clock hours: 24

This course introduces medical terminology, which includes basic word structure, anatomical terms, terminology used to describe organ systems, body structure, medical diagnoses, and procedures. Students also receive instruction in the correct pronunciation of medical terms.

MODULE II PTA 200 – INTRODUCTION TO PHYSICAL THERAPIST ASSISTING

Prerequisite: Module I, **Co-requisite:** Concurrent Module II courses

Total clock hours: 56

This course serves as an introduction to the history and development of the profession of physical therapy, the role of a physical therapist assistant, as well as the legal, ethical and behavioral expectations for a physical therapist assistant. The course also introduces students to the American Physical Therapy Association (APTA), and the concepts of teaching and learning.

MODULE II PTA 210 – PHYSICAL THERAPY PROCEDURES

Prerequisites: Module I, **Co-requisite:** Concurrent Module II Courses

Total clock hours: 88

This course introduces the clinical environment of physical therapy. The course includes instruction, demonstration, and practice in patient care procedures, including positioning and draping patients, hand washing, universal precautions, use and applications of personal protective equipment, sterile technique, wound care basics, body mechanics, passive range of motion, transfers, gait training, bed mobility, and wheelchair mobility. Students also receive instruction in cardiopulmonary resuscitation (CPR) for healthcare providers, vital signs, and the Heimlich maneuver.

MODULE II PTA 220 – PATHOPHYSIOLOGY

Prerequisites: Module I, **Co-requisite:** Concurrent Module II Courses

Total clock hours: 48

This course is a systems overview of the changes in body tissues and organs that cause or result from common health conditions. The course focuses on the disease processes; medical and pharmacological treatments; the implications for the movements system and physical therapy interventions; and the impairments associated with health conditions related to the immune, integumentary, endocrine, cardiovascular, hematologic, respiratory, gastrointestinal, renal, hepatic, pancreatic, metabolic, and psychological body systems.

MODULE II PTA 230 – KINESIOLOGY

Prerequisites: Module I, **Co-requisite:** Concurrent Module II Courses

Total clock hours: 112

This course introduces the student to the science of human movement. Students evaluate biomechanical forces on the body; concepts of locomotion, forces and levers. Topics include origins, insertions, innervations and actions of prime movers of the musculoskeletal system, and related data collection.

MODULE III PTA 300 – PHYSICAL THERAPY FUNDAMENTALS

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III Courses

Total clock hours: 96

This course teaches the application of physical, chemical and mechanical agents that are appropriate interventions for impairments of the musculoskeletal, neuromuscular, integumentary and cardiopulmonary systems. Emphasis is placed on safe use of equipment and application of modalities; patient safety with awareness of indications, contraindications and patient responses; and accurate documentation.

MODULE III PTA 310 – THERAPEUTIC EXERCISE

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III Courses

Total clock hours: 128

This course teaches the concept of therapeutic exercise and examines the principles of various types of exercise, the stages of tissue healing, and exercise considerations associated with each stage. Students receive instruction in and develop exercise programs for medical and surgical conditions that affect the trunk, neck, and extremities. This course is designed to prepare students to implement therapeutic exercise with consideration of its effect on all body systems.

MODULE III PTA 320 – HEALTH CONDITIONS I

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III Courses

Total clock hours: 48

This course covers the musculoskeletal, cardiopulmonary, and reproductive health conditions encountered in the practice of Physical Therapy with patients across the lifespan. The course focuses on the disease processes or mechanisms of injury; medical, surgical and pharmacological treatments; associated impairments; and the implications for the movements system and physical therapy interventions.

MODULE III PTA 330 – PHYSICAL THERAPIST ASSISTANT PRACTICE I

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III Courses

Total clock hours: 40

Students learn the essentials of safe, ethical, legal and value-based behaviors needed by a student PTA. Emphasis is placed on teaching and learning, documentation, billing and reimbursement, evidence based practice, and self-assessment. Students will utilize all previously learned PTA skills and knowledge to demonstrate clinical reasoning, competence and readiness for PTA 400 Clinical Experience I.

MODULE IV PTA 400 – CLINICAL EXPERIENCE I

Prerequisites: Module I – Module III, **Co-requisite:** None

Total clock hours: 120

This course is an introduction to the clinical environment that immediately follows Module 3. Students are expected to apply selected skills, knowledge and behaviors learned in the classroom while providing direct patient care under the supervision of a licensed physical therapist and/or physical therapist assistant.

MODULE IV PTA 410 – PHYSICAL REHABILITATION

Prerequisites: Module I – Module III, **Co-requisite:** Concurrent Module IV Courses *Total clock hours: 120*

This course provides instruction in the techniques and procedures used in physical rehabilitation of neurological and genetic health conditions across the lifespan. There is a focus on functional activities for adult and geriatric patient populations with an emphasis on patient safety, treatment planning, clinical problem solving, documentation, and communication as a member of the intraprofessional and interprofessional team.

MODULE IV PTA 420 – HEALTH CONDITIONS II

Prerequisites: Module I – Module III, **Co-requisite:** Concurrent Module IV Courses *Total clock hours: 48*

This course covers health conditions associated with the neurological system and the associated disorders of body systems and development across the lifespan. The course focuses on the disease processes or mechanisms of injury; comorbidities, medical, surgical and pharmacological treatments; associated impairments and functional limitations; and the implications for the movements system and physical therapy interventions.

MODULE IV PTA 430 – PHYSICAL THERAPIST ASSISTANT PRACTICE II

Prerequisites: Module I – Module III, **Co-requisite:** Concurrent Module IV Courses *Total clock hours: 30*

This course is a continuation of PTA 330. Students expand their knowledge, skill and ability in providing the safe, ethical, legal and value-based behaviors needed for effective patient care within the context of the current healthcare system. Emphasis is placed on understanding the U.S. healthcare models, government influences and jurisdiction practice acts; duty to patients, employers and the profession; as well as the use of technology in effective written, oral and visual communication. Students will utilize all previously learned PTA skills and knowledge to demonstrate clinical reasoning, competence and readiness for PTA 500 Clinical Experience II.

MODULE V PTA 500 – CLINICAL EXPERIENCE II

Prerequisites: Module I - Module IV, **Co-requisite:** None

Total clock hours: 280

This course is the second clinical experience. Students apply skills, knowledge and behaviors by providing physical therapy services under the supervision of a licensed physical therapist and/or physical therapist assistant. Students have completed all didactic courses and are expected to demonstrate near entry-level competence of a PTA at the conclusion of the experience.

MODULE V PTA 510 – PHYSICAL THERAPIST ASSISTANT CAPSTONE I

Prerequisites: Module I - Module IV, PTA 500, **Co-requisite:** None

Total clock hours: 10

This course initiates the process of student preparation for graduation, licensure/registration, and employment as a Physical Therapist Assistant.

MODULE V PTA 520 – CLINICAL EXPERIENCE III

Prerequisites: Module I - Module IV, PTA 500-510, **Co-requisite:** None

Total clock hours: 280

This course is the culminating clinical experience. Students are expected to demonstrate competence in the skills, knowledge and behaviors expected of an entry-level physical therapist assistant by providing physical therapy services under the supervision of a licensed physical therapist and/or physical therapist assistant.

MODULE V PTA 530 – PHYSICAL THERAPIST ASSISTANT CAPSTONE II

Prerequisites: Module I - Module IV, PTA 500-520, **Co-requisite:** None

Total clock hours: 20

This course continues the process of student preparation for graduation, licensure/registration, and employment as a Physical Therapist Assistant.

TECHNOLOGY REQUIREMENT

Each student must have daily access both on and off campus to a portable personal computing device with the specifications described for the distance education curriculum. PTA program students access all course materials, complete all testing, and submit most assignments through the Moodle learning management system that requires the ability to access the internet, create word and PDF documents, and to read and store a variety of learning resources.

PTA EVALUATION/PROGRESSION POLICY

The CBD PTA program is a modular program. All students are admitted as a cohort and the curriculum is designed so students complete all of the required courses within 5 Modules. A student must pass all courses in Module I to progress to Module II, must pass all courses in Module II to progress to Module III, etc. A student must pass all Modules to graduate with the PA AAS degree. Each didactic course in Modules I, Module II, Module III and Module IV must all be passed with a 75% or higher. The Capstone and Clinical Experience courses in Module IV and Module V are graded pass or fail as detailed in the course syllabus. A student who fails a course at any point in the sequence has one (1) opportunity to retake a module (see Readmission Procedures).

SKILLS CHECKLISTS

Lab classes are designed to teach specific psychomotor skills that are needed throughout one's career as a PTA. Passing each PTA lab course requires each student to demonstrate competence in **ALL** of the listed skills. Students are provided with the Skills Check Packet and passing requirements during the first lab class. Students have one (1) attempt at a skill check during regular class hours; remediation and repeats must be completed during open lab times. Failure to pass **ALL** Skill Check competencies prior to the end of the module will result in a maximum 74% grade in the course. Students that do not demonstrate skill competency in all concurrent lab courses are not permitted to sit for the associated practical exam.

ACADEMIC SUCCESS

PTA Program faculty monitor the academic progress of each student throughout the PTA Program and provide feedback, remediation, and tutoring when appropriate to promote student success. The Student Advisement Form is used by faculty to document academic progress, success planning, and any areas of academic concern. When submitted, the Student Advisement Form is emailed to the student and becomes a part of the student's academic record at CBD College. Any student earning below a 78% course grade is considered a potential risk and required to develop a success plan with the course instructor and/or program director.

BASIS FOR CLINICAL GRADING

Grading: The Director of Clinical Education (DCE) assigns a grade of Pass or Fail for the course. The DCE, in consultation with the Program Director, Center Coordinator of Clinical Education (CCCE), and Clinical Instructor (CI), determines if the student has achieved the expected course objectives, and therefore meets the minimum academic standards to pass the course and progress in the PTA curriculum.

The DCE determines a Pass or Fail grade based on the assessment of the Clinical Performance Instrument (CPI) and the following components:

- a. Course objectives.
- b. Satisfactory clinical competency as described in the course syllabus.

- c. Clinical setting and complexity of the environment.
- d. Experience with patients in the clinical setting.
- e. Expectations of the clinic site and academic program.
- f. Progression of performance from initial to final clinical experience.
- g. Indication of “significant concerns” or “with distinction” on the clinical evaluation.
- h. Congruence between the CI’s written evaluation, comments, and performance dimensions and ratings.
- i. Congruence between CI, student and DCE assessment of student performance.
- j. Completion of all clinical assignments (e.g., project, assessments, weekly journal, student evaluation of instruction, etc.).
- k. Additional verbal or written information from the CI and student.

The Director of Clinical Education makes the final grade determination.

Note: Clinical education experiences are based on a voluntary collaborative relationship between the student and Clinical Instructor (CI). Any student asked not to return to a clinic site, for any reason, will receive an automatic failure of the course. When a student asks not to return to a clinic site, the DCE, in consultation with the Program Director, will consider the circumstances prior to determining if the student receives a failing grade or is provided an alternate clinic site.

GENERAL CLINICAL EDUCATION POLICIES:

1. Students must be familiar with and follow the policies and procedures of the clinical site.
2. Students must be familiar with and follow the CBD College policies and rules of conduct as detailed in the College Catalog.
3. **Clinic hours** are those established by the facility. The student is not expected to work a longer day than any one staff Physical Therapist Assistant.
4. The CBD College **dress code** is to be followed unless the DCE approves facility specific requirements.
5. Students must maintain copies of their **clearance documentation** and provide it to the clinic site on or before day one. Clearance documentation must include: current background check, CPR certification, HIPAA training certification, medical clearance, and immunization records.
6. **Student supervision** by at least one licensed Physical Therapist or Physical Therapist Assistant is required during all times when the student is providing direct patient care. A supervising PT/PTA must be located in the same premises as the student at all times.
7. The clinical instructor has the authority to make **assignments** outside of patient care hours to enhance the Clinical Education Component.
8. Students must follow HIPAA guidelines and respect patient rights at all times, which includes the right to refuse treatment from a student.
9. **Consult the DCE** immediately if any problems, questions or concerns occur during the affiliation. DO NOT wait until a clinic visit, return to school, or assume things will improve.
10. CBD College students are responsible for their own health coverage and medical care throughout the program. This includes accidents, injury, or illness that may occur on-campus or off-site during field trips and clinical education experiences.
11. **A progress visit** is completed by the DCE, or another faculty member, at least once during the Clinical Education Component. These visits consist of at least one conversation with each student and clinical instructor, either in person or by phone. The purpose of the visit is to assess student performance, confirm the educational opportunities available at the clinic site, and provide guidance to enhance the student/CI relationship.

PTA TESTING & GRADING PROCEDURES

Examinations – Midterm and final examinations are the primary method of assessing student learning in a course and readiness to progress to the next PTA Module.

- ALL examinations are cumulative and proctored on campus. PTA courses are sequential, building on previously passed courses, therefore examinations may test content previously learned in other PTA courses.
- Examinations are normally given electronically in a specific timeframe and submitted automatically, whether complete or not.
- No student is permitted to begin an exam after the first student has submitted their exam and left the classroom (see missed examinations).
- Missed examinations earn a grade of zero and cannot be made up unless there are extenuating circumstances with documentation (medical, legal, or military) provided to the Program Director.
- The Program Director in consultation with the Dean of Education and PTA faculty determines if there are extenuating circumstances that warrant a make-up exam.
- Make-up examinations are an alternate test version scheduled at the discretion of the instructor.
- A student who misses a final written or practical exam due to extenuating circumstances must take the exam within 7 days or the end of the module. Incomplete grades are converted to zero five days prior to the start of the next module.

Quizzes – Quizzes are regular comprehension knowledge checks scheduled throughout the course.

- Quizzes are proctored on-campus at the beginning of most classes.
- Quizzes may or may not be scheduled, and are given in a designated timeframe as determined by the instructor.
- Late students are not permitted to begin a quiz after the first student has submitted the quiz and left the classroom.
- Students who are late must submit their quiz at the specified end time, regardless of when they began the quiz.
- **No make-up quizzes are permitted. NO exceptions.** The lowest quiz score is dropped before calculating the 25% course quiz grade.

Assignment: A variety of assignments, including homework, group projects, and in-class activities provide opportunities to apply learned concepts, practice new skills, and prepare students for specific learning activities.

- Instructors may schedule assignments at any time throughout the course.
- Students are given details of the assignment, expected outcomes, grading, and due dates at the time the assignment is made.

Practical Examinations – Midterm and final practical examinations are the primary method of assessing student skill competence and readiness to progress to the next PTA Module.

- PTA courses are sequential, building on previously passed courses, therefore practical exams may test content learned in previous and concurrent PTA courses.
- Practical examinations are individual mock patient treatment sessions that last about one hour. The testing schedule is published at least one week in advance and may require student attendance outside of the normal course schedule.
- Prior to sitting for a practical examination, all course specific skill checks must be passed. Cancellation of a practical due to incomplete skill checks is graded as a failed practical.
- Skills learned in Module 2 and 3 are assessed in the PTA 330 Practical Exam. Skills learned in Module 2, 3, and 4 are assessed in the PTA 430 Practical Exam.

REVIEW OF TESTS/ASSIGNMENTS

All grades are normally posted in Moodle within 48 hours of the due date with feedback on performance. Review of exams, quizzes and assignments is available with the instructor after all students have completed the test or assignment. Written and practical examinations are retained by the PTA program.

ACADEMIC DISHONESTY

Any student who engages in academic dishonesty (including, but not limited to: plagiarizing another person's work, cheating on an examination or assignment, distributing copies of examinations, assignments, or answer sheets to other students, passing off another's work as one's own, and/or aiding one or more other students in committing the same or similar acts of academic dishonesty) will be given a grade of zero for the exam or assignment in which the infraction occurred. If a student commits a second (2nd) act of academic dishonesty, he or she will be dismissed from the college. All acts of academic dishonesty will be recorded on a Notice of Deficiency form and placed in the student's permanent academic file.

PTA PROFESSIONAL BEHAVIOR

The PTA program requires each student to consistently *demonstrate behaviors that meet the academic and professional standards* of safe, responsible, respectful, legal and ethical conduct as described in these documents. Blatant violation of these expectations or repeated behavioral remediation will result in a Recommendation for Termination from the PTA Program.

- a. *The CBD College Catalog*
- b. *The [laws and regulations of any jurisdiction](#) in which a CBD student is participating in a clinical education externship. In California, physical therapy is governed by the PT Board of California (www.ptbc.ca.gov)*
- c. *A.P.T.A. Standards of Ethical Conduct for the Physical Therapist Assistant (www.apta.org/PTA/PatientCare)*
- d. *A.P.T.A. Value Based Behaviors for the PTA. (www.apta.org/ValuesBasedBehaviors)*

PTA EQUIPMENT AND MATERIALS

● Aesthesiometer ● Anatomy Models ● Balance Boards ● BAPS Balance Board ● Bikes ● Body Blades ● Bolsters ● BOSU Balls ● Canes ● Cervical Traction ● Cold Packs ● Compression Unit ● Crutches ● Dumbbells and Ankle Weights ● Electrical Stimulation Units ● EMG / Biofeedback Units ● Foam Rollers ● Foam Rolls ● Functional Grid ● Goniometers ● Grip Dynamometer ● Hi/Lo Tables ● Hot Packs ● Hydrocollator ● Inclinometers ● Iontophoresis Units ● Light Therapy	<u>Books:</u> ● <i>Role of the PTA</i> ● <i>Mobility in Context: Principles of Patient Care Skills</i> ● <i>Documentation Basics: A Guide for the Physical Therapist Assistant</i> ● <i>Measurement of Joint Motion</i> ● <i>Pathology for the PTA</i> ● <i>Physical Rehabilitation</i> ● <i>Kinesiology in Action with Foundation in Kinesiology and Biomechanics</i> ● <i>Daniels & Worthingham's Muscle Testing: Techniques of Manual Examination</i> ● <i>Physical Agents in Rehabilitation from Research to Practice</i> ● <i>Therapeutic Exercises: Foundations & Techniques</i> ● <i>Clinical Decision Making for Physical Therapist Assistant</i> ● <i>Patient Practitioner Interaction</i> ● <i>Scorebuilders Two-Day On-Campus Review Course with Book and Mock Exam</i> <u>Software:</u> ● <i>Visible Body Muscle Premium</i> ● <i>Exercise Pro Live</i> ● <i>PTA CPI Web</i>
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● Lumbar Traction ● Mat Tables ● Orthotic Devices ● Paraffin Bath ● Parallel Bars ● Positioning Bolsters ● Positioning Wedges ● Posture Grid ● Progressive Resistive devices ● Pulley Weight Systems ● Pulse Oximeter ● Rebounder Trampoline ● Reflex Hammers ● Rolling Mirrors ● Rolling Stools ● Sensory Testing ● Skeleton Model ● Sphygmomanometers ● Stair set with Handrails ● Step Exercise Equipment ● Stethoscope ● Swiss Balls ● TENS/NMES Units ● Total Gym with Attachments ● Traction Units ● Transfer Boards ● Treadmills ● Treatment Tables ● Ultrasound Units ● Upper Body Ergometer ● Volumetric Gauges ● Walkers ● Weighted Balls & Bars ● Wheelchairs	● <i>PEAT (2 PTA Practice Examinations and Assessment Tool)</i> ● <i>Scorebuilders PTA Exam 1 & 2 Combo (Academic Version)</i> <u>General Education:</u> ● <i>College English and Business Communication</i> ● <i>Hole's Human Anatomy & Physiology</i> ● <i>Basic College Mathematics – ALEKS 360</i> ● <i>Psychology and Your Life with P.O.W.E.R. Learning</i> ● <i>Essentials of Medical Language</i>
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MANAGEMENT TEAM

Alan Heshel	President/CEO
Patricia Kouropova	Chief Operating Officer
Rafael Castaneda	Chief Academic Officer
Randall Sansom	Chief Technology Officer
Gabriela Bray	Director of Compliance/Title IX Coordinator
Anna Panosyan	Director of Financial Aid
Jim Hayes	Director of Admissions
Ivan Reynoso	Director of Career Services/Student Affairs

STAFF

Alexander Gelfand	DMS Program Director
Andre Holly	Admissions Officer
Angela Blocker	Executive Assistant
Anna Lapinski	PTA Associate Program Director/Director of Clinical Education
Anna Safrazbekian	DMS Clinical Coordinator
Aubrey Calderon	OTA/PTA Program Coordinator
Boruch Stroll	Bookkeeper
Cara Woellhof	MRI Program Coordinator
Cecilia Aguilar	MA Program Director/Clinical Coordinator
Chanel Martinez	Online Director of Education
Christian Dominguez	Admissions Officer
Cynthia Gurrola	Student Affairs Coordinator
Dalia Salib	DMS Program Teacher's Assistant
Delia Rivas	Career Services Officer
Dora Garcia	Admissions Officer
Earl Johnson	Admissions Officer
Edoardo Cerani	MRI Program Director
Gerry Garcia	Employment Specialist
Inna Baboyan	Records Officer
Jasper Strong	Student Affairs Coordinator
Jennifer Germany	ST Program Director
Joanna Escamilla	Career Services Officer
Josefina Delgado	DMS Program Coordinator
Kathrine Giffin	PTA Program Director
Kristen Chamberland	LMS Administrator
LaShonna Guster	DA Program Director/Clinical Coordinator
Leonid Zolotov	Financial Aid Officer
Lily Shapiro	Records Officer
Lori Brown	PHT Program Director/Clinical Coordinator
Marcy Argote	Career Services Officer
Maria Ismerio	Financial Aid Officer
Martin Maynard	Instructional Design Specialist
Mary Kay Wolfe	OTA Program Director
Nicholas Stefanski	Learning Experience Designer
Patrick Bunch	ST Clinical Coordinator
Rosie Juarez	Financial Aid Officer
Sofia Agaronova	DMS Clinical Coordinator
Stephanie Kokesh	OTA Academic Fieldwork Coordinator
Sugey Lopez	Financial Aid Officer
Susan Lopez	Admissions Coordinator
William Korson	MRI Director of Clinical Education

FACULTY

All Instructors at CBD College have extensive training and experience in teaching as well as curriculum development / assessment / revision. Our instructors utilize industry-related teaching methodologies in the field of their professional expertise.

GENERAL EDUCATION

<u>KESLEY DAVIS</u> Part-Time MA – English, Georgetown University, Washington, DC BA – English/Political Science, Purdue University, West Lafayette, IN BS – Nursing, California State University Northridge	<u>KRISTOPHE MALONE</u> Part-Time BS – Mathematics, University of California, Riverside
<u>MANOUG SERAYDARIAN</u> Part-Time Doctor of Dental Surgery – University of Aleppo, Aleppo Syria	<u>LEON LUONG</u> Part-Time MS – Physiological Science, UCLA, Los Angeles, CA BS – Psychobiology, UCLA, Los Angeles, CA
<u>DAVID ROSS</u> Adjunct Ph.D. – Psychology, Walden University, Minneapolis, MN MA – Counseling, Montclair State University, Montclair NJ BA – Latin, Montclair State University, Montclair NJ	<u>ALY MULJI</u> Adjunct MS – Physiological Science, UCLA, Los Angeles CA BS – Neurobiology, Physiology, and Behavior, University of California, Davis, Davis CA
<u>LAINA MOLASKI</u> Adjunct MFA – Master of Creative Writing, Lindenwood University, St. Louis, MO Ph.D. – Business Administration, Northcentral University, Prescott AZ MBA – Business Administration, Indiana Wesleyan University, Indianapolis IN BBA – Business Administration, Rochester College, Rochester Hills MI	<u>AMY HAYES</u> Part-Time Educational Specialist, Lincoln Memorial University, Harrogate TN Master of Education – Science Education, Georgia State University, Atlanta GA Master of Science – Physics, Georgia State University, Atlanta GA

DA PROGRAM

<u>LASHONNA GUSTER</u> Full-Time Over 16 years of experience as a Dental Assistant Dental Assistant Diploma – Business Industry School, Los Angeles, CA	<u>TINA HENDERSON</u> Part-Time Over 18 years of experience as a Dental Assistant Dental Assistant Diploma – Bryman College, Torrance CA
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MA PROGRAM

<u>CECILIA AGUILAR</u> Full-Time AA – Liberal Arts, LA Pierce College, Woodland Hills Medical Assistant Diploma, Bryman College, Reseda CA	<u>TANIA RICHARDSON</u> Part-Time Associate in Arts – Liberal Studies, Fullerton College, Fullerton CA Medical Assistant Diploma, North Orange County ROP
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PHT PROGRAM	
<u>LORI BROWN</u> Full-Time <i>BS – Business, Everest University, Tampa FL</i> <i>Certified Pharmacy Technician – UEI College, San Diego CA</i>	<u>ANDREW JONES</u> Full-Time Over 17 years of experience as a Pharmacy Technician <i>Certified Pharmacy Technician – California State Board of Pharmacy</i>
ST PROGRAM	
<u>JENNIFER GERMANY</u> Full-Time <i>BAS – Surgical Technology, Siena Heights University, Adrian MI</i> <i>Certified Surgical Technologist – Naval School of Health Sciences, San Diego CA</i>	<u>VIKTORIA TERMAN</u> Full-Time Over 12 years of experience as Surgical Tech <i>Certified Surgical Technologist – Concorde Career College, N. Hollywood, CA</i>
<u>ALBERT MAGDALENO</u> Full-Time Over 26 years of experience as Surgical Tech <i>Certified Surgical Technologist – California Paramedical and Technical College, Long Beach, CA</i>	<u>PATRICK BUNCH</u> Part-Time Over 14 years of experience as a Surgical Tech <i>Certified Surgical Technologist – Newbridge College, Santa Ana, CA</i>
<u>RAUL GARCIA</u> Full-Time Over 11 years of experience as a Surgical Tech <i>Certified Surgical Technologist – Glendale Career College, Glendale, CA</i>	<u>MELVIN LAMOTHE</u> Part-Time Over 14 years of experience as a Surgical Tech <i>Certified Surgical Technologist – Bryman College, Reseda, CA</i>
<u>JULIAN HORTZ</u> Part-Time <i>BS – Biology, Cleveland College, Los Angeles CA</i> <i>AS, AA – Biology, Santa Monica College, Santa Monica, CA</i> <i>Certified Surgical Technologist – Glendale Career College, Glendale, CA</i>	<u>SHIREESE ZUNIGA</u> Part-Time <i>Master of Health Science, Saint Francis University, Loretto, PA</i> <i>AS – Biological Sciences, College of the Canyons, Valencia, CA</i> <i>BA – Biology, California State University Northridge, CA</i> <i>AA – Liberal Arts, Los Angeles Harbor College, Wilmington, CA</i> <i>Certified Surgical Technologist – Glendale Career College, Glendale, CA</i>
<u>DAVID MARTINEZ</u> Part-Time Over 3 years of experience as a Surgical Tech <i>Certified Surgical Technologist – CBD College, Los Angeles, CA</i>	<u>BRADY BATEMAN</u> Full-Time Over 22 years of experience as a Surgical Tech <i>Certified Surgical Technologist – Glendale Career College, Glendale CA</i>
<u>TALITA MICKLE McLEMORE</u> Part-Time Over 24 years of experience as a Surgical Tech <i>Certified Surgical Technologist – Glendale Career College, Glendale CA</i>	<u>EMIN ARAKELIANS</u> Adjunct Over 17 years of experience as a Surgical Tech <i>Certified Surgical Technologist – Bunker Hill College, Boston, MA</i>
<u>BRANDON FONSECA</u> Part-Time Over 5 years of experience as a Surgical Tech <i>Certified Surgical Technologist – CNI College, Orange CA</i>	

DMS PROGRAM	
<u>ALEXANDER GELFAND</u> Full-Time <i>MS – Medical Science, Odessa State Medical University, Odessa, Ukraine</i> <i>AA – Ultrasound, California School of Modern Sciences, Beverly Hills, CA</i> <i>RDMS, RVT</i>	<u>KATHERINE PHAM</u> Full-Time <i>BS – Biochemistry, California State University, Long Beach, CA</i> <i>AA – Chemistry, Orange Coast College, Costa Mesa, CA</i> <i>Diagnostic Medical Sonography – Casa Loma College, Anaheim, CA</i> <i>RDMS (OB/GYN), RVT</i>
<u>WINSTON IKEDA</u> Full-Time <i>BA – Business Administration, CSU Dominguez Hills, Carson, CA</i> <i>Diagnostic Medical Sonography – Atlantis Career College, Garden Grove, CA</i> <i>RDMS, RVT</i>	<u>AMAL GUIRGUIS</u> Full-Time <i>BA – Interior Architecture, University of Helwan, Cairo, Egypt</i> <i>Diagnostic Medical Sonography – ATI College, Santa Ana, CA</i> <i>RDMS (AB)</i>
<u>SOFIA AGARONOVA</u> Full-Time <i>Doctor of Medicine - Internal Medicine, Tbilisi State Medical School, Tbilisi, Republic of Georgia</i> <i>Diagnostic Medical Sonography - Nova Institute of Health Technology, Los Angeles, CA</i> <i>RDMS (AB), RVT (Vascular), RDCS</i>	<u>FARIDEH MOUSAVI</u> Full-Time <i>BS – Business Administration, Azad University, Khozestan, Iran</i> <i>Diagnostic Medical Sonography – Newbridge College, Santa Ana, CA</i> <i>RDMS (AB, OB/GYN), RVT</i>
<u>ANNA SAFRAZBEKIAN</u> Full-Time <i>MS – Human Resource Management, All-Russian Finance and Economics Institute, Moscow, Russia</i> <i>BA – Musical Arts, Yerevan State Conservatory, Yerevan, Armenia</i> <i>Diagnostic Medical Sonography – CA School of Medical Science, Beverly Hills, CA</i> <i>RDMS (AB)</i>	<u>FEBY IBRAHIM</u> Full-Time <i>BA – Literature, Faculty of Arts, Egypt</i> <i>Associate of Science – Diagnostic Medical Sonography, Eastern International College, Belleville, NJ</i> <i>RDMS (OB/GYN)</i>
<u>FIROUZEH CHARANDABI</u> Full-Time Over 22 years of experience as a Diagnostic Medical Sonographer <i>Diagnostic Medical Sonography – ARDMS</i> <i>RDMS (OB/GYN)</i>	
MRI PROGRAM	
<u>EDOARDO CERANI</u> Full-time <i>MS, BS – Agricultural Sciences, University of Milano, Milan, Italy</i> <i>AAS – Radiography, Galveston College, Galveston, TX</i> <i>R.T. (R) (MR) (ARRT)</i>	<u>WILLIAM KORSON</u> Full-time <i>BS – Health Science, Radiologic Technology, California State University Northridge, Northridge, CA</i> <i>R.T. (R) (MR) (ARRT)</i>

<u>CORY PETERMANN</u> Full-time <i>BS – Radiologic Sciences, Southern Illinois University, Carbondale, IL</i> <i>R.T. (R) (CT) (MR) (ARRT)</i>	<u>DANIELA RUIZ</u> Full-time <i>AOS – Magnetic Resonance Imaging, West Coast Ultrasound Institute, Ontario CA</i> <i>AMRIT</i>
OTA PROGRAM	
<u>MARY KAY WOLFE</u> Full-Time <i>Doctor of Occupational Therapy, USC, Los Angeles, CA</i> <i>MA – Occupational Therapy, USC, Los Angeles, CA</i> <i>BS – Statistics, Minor Communications, University of Pittsburgh, Pittsburgh, PA</i> <i>OTD, OTR/L</i>	<u>STEPHANIE KOKESH</u> Full-Time <i>Doctor of Occupational Therapy, Creighton University, Omaha, NE</i> <i>BA – Biology, Psychology, Augustana College, Sioux Falls, SD</i> <i>OTD, OTR/L</i>
<u>ALEXANDRA ROARK</u> Adjunct <i>MA – Occupational Therapy, University of Missouri, Columbia, MO</i> <i>BHS – Occupational Therapy, University of Missouri, Columbia, MO</i> <i>OTR/L</i>	<u>SANDY PARK</u> Full-Time <i>BA – Communication, UC San Diego, La Jolla, CA</i> <i>AOS – Stanbridge College, Irvine, CA</i> <i>COTA – Certified Occupational Therapist Assistant</i>
<u>PAUL PETTYJOHN</u> Part-Time <i>BS – Occupational Therapy, Texas Tech University, Lubbock, TX</i> <i>BA – Zoology, University of Montana, Missoula, MT</i> <i>OTR/L</i>	<u>DANA LANE</u> Adjunct <i>BA – Psychology, Florida State University, Tallahassee, FL</i> <i>AAS – Occupational Therapy Assistant, Keiser University, Jacksonville, FL</i> <i>COTA – Certified Occupational Therapist Assistant</i>
<u>JENNIFER MELE</u> Adjunct <i>Doctor of Occupational Therapy – USC, Los Angeles CA</i> <i>MA - Occupational Therapy, USC, Los Angeles CA</i> <i>BA – Integral Liberal Arts, St. Mary’s College of California, Moraga CA</i> <i>OTD, OTR/L</i>	<u>LAURA FERRARI</u> Adjunct <i>Doctor of Occupational Therapy – USC, Los Angeles CA</i> <i>MA - Occupational Therapy, USC, Los Angeles CA</i> <i>OTD, OTR/L</i>
PTA PROGRAM	
<u>KATHRINE GIFFIN</u> Full-Time <i>MS Ed – Instructional Design for Online Learning, Capella University, Minneapolis, MN</i> <i>BS – Integrated Health Studies, Health Science Concentration, Kent State University, Kent, OH</i> <i>AAS – Physical Therapy Assisting, Kent State University, East Liverpool, OH</i>	<u>ANNA LAPINSKI</u> Full-Time <i>Doctor of Physical Therapy, Northwestern University, Chicago, IL</i> <i>BS – General Health Sciences, Purdue University, West Lafayette, IN</i>
<u>KATHLEEN MCGUIRE</u> Full-Time <i>Doctor of Physical Therapy, University of Southern California, Los Angeles, CA</i> <i>BA – Kinesiology, University of Southern California, Los Angeles, CA</i>	<u>ANTHONY FORTE</u> Full-Time <i>Associate of Science – Physical Therapy Assistant, Concorde Career College, North Hollywood, CA</i> <i>Bachelor of Arts – McDaniel College, Westminster MD</i>

MARCO TEJADA

Part-Time

Associate in Science – Physical Therapist Assistant, Loma Linda University, Loma Linda CA

JESSICA REARDON

Part-Time

Doctor of Physical Therapy, Shenandoah University, Winchester VA

Bachelor of Science – Human Nutrition, Food, and Exercise; Psychology, Virginia Tech, Blacksburg VA

JAMIE ASADA

Part-Time

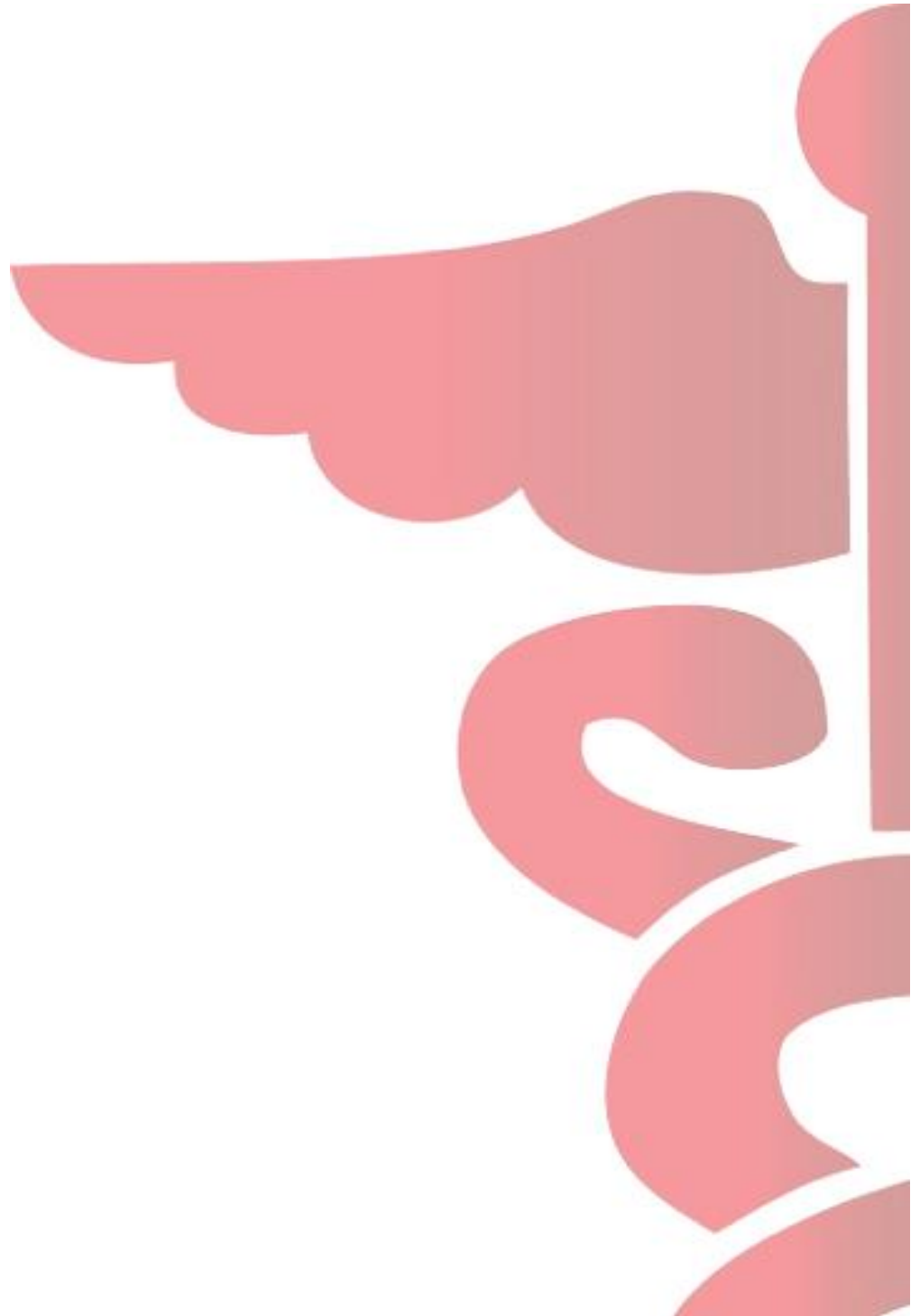
Doctor of Physical Therapy, Chapman University, Orange CA

BS – Biology, UCLA, Los Angeles CA

DAWIT BERHANU

Part-Time

Doctor of Physical Therapy, Western University of Health Sciences, Pomona CA



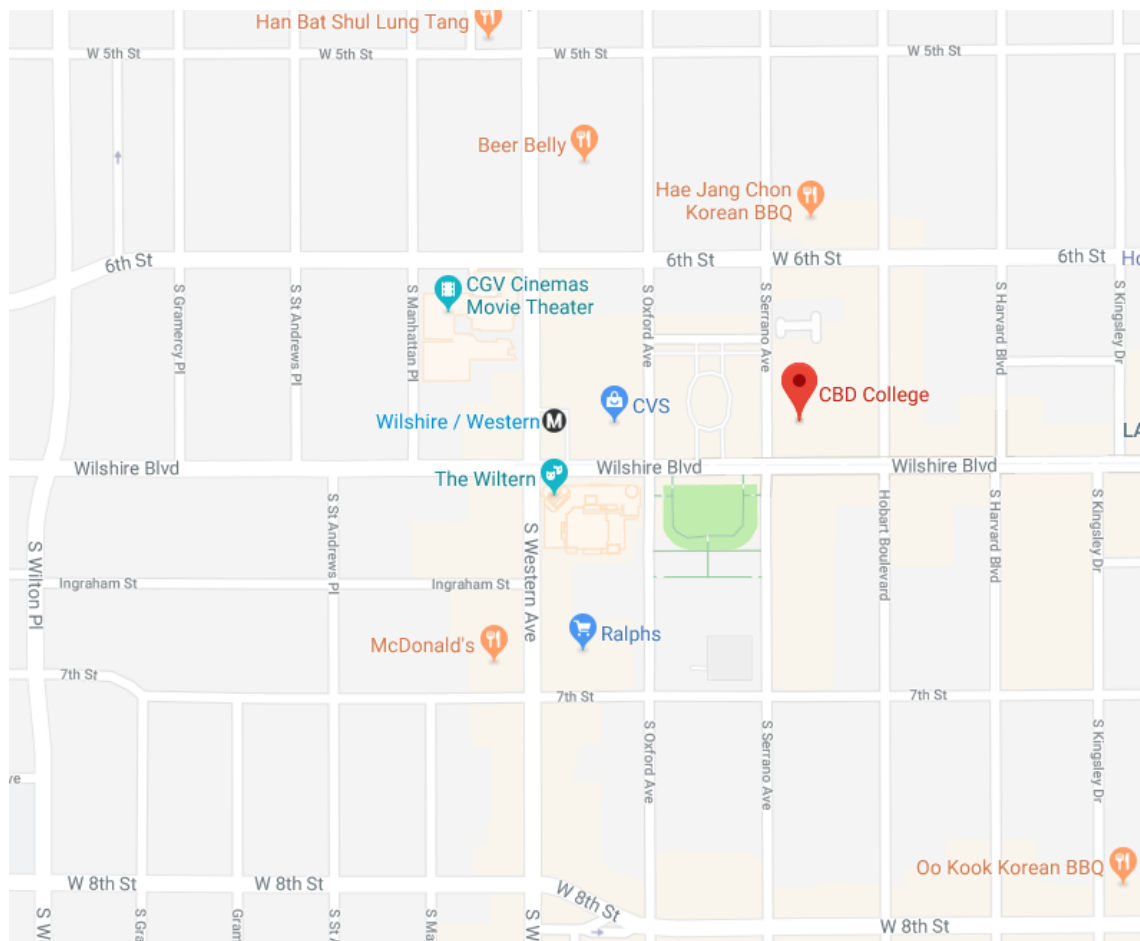
CBD College

(occupies 4th and 5th floors)



3699 Wilshire Blvd, Fourth Floor, Los Angeles, California 90010
(213) 427-2200 or (877) 770-4CBD, Fax (213) 427-9278
E-mail: cbdcollege@cbd.edu
URL: www.cbd.edu

MAP TO THE MAIN CAMPUS



CBD College does not have branches or auxiliary classrooms.

ADDENDUM 1 - BACHELOR OF SCIENCE IN HEALTH SCIENCE

ADMISSIONS

REQUIREMENTS

To be admitted to CBD College, the applicant must:

- Be at least 17 years of age.
- Have earned a high school diploma or its equivalent⁴, or completed Associate level degree or higher.
- Have an interview with an Admissions Representative.
- Meet with the Interview Team, if applying to a degree program.
- Provide essay/questionnaire, if applying to a degree program.
- Present valid government picture ID.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test and Wonderlic Advanced Skills Test (WAST), if applying to a degree program.

CBD College does not admit Ability-To-Benefit applicants.

PROCEDURES

Students who are at minimum 17 years of age may be accepted and enrolled if they have earned a high school diploma or its equivalent, or if they have successfully completed their education in a foreign country where that education is recognized as being equivalent to a U.S. high school diploma or above⁵. Students must provide a proof of graduation (see admission requirements above).

To begin their college experience, applicants must complete an Admission Packet (*Note: If you have been convicted, found guilty of, or pled nolo contendere to any crime (felony or misdemeanor), other than a speeding or parking violation, you MUST seek clarification from the board of the program you are applying for, as to your eligibility to apply for Board examination*), have a personal interview with an Admissions Representative and meet Admissions Requirements. *Note: Health screenings, immunizations, and current BLS CPR certification are required prior to placement into clinical externship. Drug and alcohol testing are required by some clinical externship sites prior to placement into site.*

All enrolled students must attend the orientation session(s) designated for the program.

The school reserves the right to deny enrollment based on candidate test scores, prior criminal record, failure of the candidate to meet admissions requirements, or to comply with any applicable local, state or federal laws, statutes or regulations and, when appropriate, based on the decision of the Interview Team.

New applicants may apply to the same program no more than three (3) times.

Acceptance and matriculation rates are maintained by the Director of Admissions and are made available upon request.

⁴ The following are the equivalent of a high school diploma: (1) GED; (2) A state certificate received by a student after the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; (3) an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree; (4) For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and who has not completed high school but who excelled academically in high school, documentation that the student excelled academically in high school and has met the formalized, written policies of the institution for admitting such students.

⁵ Evaluations that certify equivalency to US education must be submitted within seven (7) calendar days after program start date.

Distance Education/Blended Programs

- To be eligible for admission to a distance education/blended program, an applicant must first meet the minimum admission requirements, as described above in this catalog (See Admissions section above);
- Be a resident of a state in which CBD College is authorized to deliver distance education (see State Authorization of Distance Education Outside of California section of the catalog);

Computer Skills needed for Distance Education

- Ability to use web browsers, various search engines, and library databases
- Ability to enter Uniform Resource Locators (URLs)
- Ability to download and save files from the Internet, install software, and use virus protection
- Be able to complete online forms; participate in discussion boards, chats, and messengers
- Be able to cut or copy and paste, use spell-check, and save files in different formats
- Be familiar with web-based email, including sending and receiving attachments
- Ability to manage files and folders (save, name, copy, move, backup, rename, delete, check properties)

Hardware needed for Distance Education

- Computer with at least 100MB free space, 2GB RAM, and 16 Bit sound card
- Access to Internet Service – Broadband (cable/DSL recommended)
- Printer
- Keyboard, mouse/trackpad, speakers, and microphone
- Internal or external webcam
- Monitor that will display 1024x768 or 1280x720 minimum resolution, with 32-bit color graphics

Software needed for Distance Education

- Windows 7 or above, or Mac 10.10 or above
- Google Chrome 30, Firefox 25.0, Safari 6, or Internet Explorer 10.
- Java, JavaScript, and cookies must be enabled in browser.
- Pop-up blocking software may need to be disabled
- PDF reader - Adobe Acrobat Reader DC (free download at <https://get.adobe.com/reader>)
- Adobe Flash Player, latest version (free download at <https://get.adobe.com/flashplayer>)
- Microsoft Word, or word processing software that can save files in the .doc or .docx format. OpenOffice is acceptable: free software is available at <http://www.openoffice.org> and it is required to save files in .doc or .rtf format.

PROGRAM	SLE SCORE	WAST SCORE
Pharmacy Technician (PhT)	12	N/A
Medical Assistant (MA)	13	N/A
Surgical Technology (ST)	14	N/A
Dental Assistant (DA)	14	N/A
Magnetic Resonance Imaging – (MRI) (Distance Education)	15	N/A
AAS in Diagnostic Medical Sonography (DMS AAS)	15	Language 1300 Math 1300
AAS in Magnetic Resonance Imaging (MRI AAS)	15	
AAS in Occupational Therapy Assistant (OTA AAS)	16	
AAS in Physical Therapist Assistant (PTA AAS)	16	
Bachelor of Science in Health Science (BSHS)	18	Language 1400 Math 1400

If the number of applicants is higher than the number of seats available for the program, students are placed on a waiting list based on the highest total score.

The applicant may take each of the Wonderlic SLE and WAST tests required for admission to a program up to three (3) times initially. If the applicant does not achieve a passing score on the required tests after three (3) attempts, the applicant must wait three (3) months before retaking the failed test(s). After the three (3) month waiting period, the applicant may take the failed Wonderlic SLE and WAST test(s) up to three (3) more times.

If the applicant does not achieve a passing score after these three (3) attempts, the applicant must wait one (1) calendar year before retaking all of the Wonderlic SLE and WAST tests required for admission to the program. The applicant will be allowed to take each of the Wonderlic SLE and WAST tests up to three (3) times after the one (1) calendar year waiting period. If the applicant does not achieve a passing score on each of the required test(s) after these three (3) attempts, the applicant will not be able to take the Wonderlic SLE and WAST tests again for admission to a program at the college.

Applicants will only be admitted to the Associate Degree programs without taking the WAST tests administered at the college if they present to the college a transcript of record showing completion of a baccalaureate degree or higher at an accredited school.

Associate Degree Applicants

- Meets the minimum admission policies, as described above in this catalog, including Distance Education/Blended Program requirements.
- Each applicant must meet with members of the Interview Team. The members of the Interview Team will use a Candidate Interview Form and award selection points for the applicant's responses to the questionnaire and in the interview.
- Selection points are also awarded for the admissions testing scores on the WONDERLIC SLE and WAST examinations.
- Total selection points are calculated from the admissions testing scores, interview and questionnaire. Applicants are ranked based on the total score.
- Applicants who have met the minimum admission requirements for an associate degree program and who have the highest selection ranking will be accepted for admission to the current cohort. Should an opening occur, the applicant who has the next highest number of combined points may be accepted for admission. If there are more than the required number of individuals qualified for admission in a given cohort, those who are not admitted to the current cohort will be considered for admission into a subsequent cohort.

Bachelor's Degree Applicants

- Meets the minimum admission policies, as described above in this catalog, including Distance Education/Blended Program requirements.
- Additionally, applicants to the Bachelor of Science in Health Science program are required to have a healthcare related associate degree from an accredited educational institution. The associate degree should include a total of 90 quarter credit hours (67.5 associate-level core quarter credit hours and 22.5 general education quarter credit hours). Additional transfer credits may be granted based on an individual student's associate degree. General Education transfer credits should include subject matter from the humanities, mathematics, sciences, and the social sciences.

STATE AUTHORIZATION OF DISTANCE EDUCATION OUTSIDE OF CALIFORNIA

State Authorization of Distance Education Outside of California

The US Department of Education requires that any institution offering distance education programs to students who reside outside of its home state must acquire authorization from the states in which students reside. Regulations vary from state to state, as such, federal, state, and institutional policies may limit or prohibit CBD College's authorization for delivery of online education to students in certain states.

While the National Council for State Authorization Reciprocity (NC-SARA), established a voluntary state-level reciprocity process for interstate offering of postsecondary distance education programs, the state of California does not participate in the agreement and California-based institutions such as CBD College are not eligible to take advantage of the reciprocity agreement if they offer distance education in other states. Therefore, CBD College must seek and document a status with the states in which the institution enrolls distance education students.

CBD College does not enroll students from states where the institution is not licensed or authorized, exempt, operating under a waiver, or otherwise able to enroll students because the state's laws do not pertain to the institution or to the College's activities in that state.

Consumer Complaints

If you are a distance education student who wishes to file a complaint about CBD College, please review the institution's **Grievance Procedures** to submit your complaint. If you are unable to resolve your complaint through the steps outlined in the institutional Grievance Procedures, a formal written complaint may also be filed with any of the regulatory bodies listed in the Grievance Procedures (institutional and programmatic accrediting agencies, the school's state licensing agency and the Department of Education) or with the respective agency regulating postsecondary institutions in the state where you reside:

CBD College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES):

ABHES– Accrediting Bureau of Health Education Schools 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043
Phone: (703) 917-9503, Fax: (703) 917-4109 Email: info@abhes.org ABHES website: www.abhes.org

The US Department of Education further requires that CBD College provide information for submitting complaints to the state authority in which the college is physically located.

CBD College is located at:
3699 Wilshire Blvd 4th floor,
Los Angeles, CA 90010

CBD College is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

A student or any member of the public may file a complaint about Alliant with the California Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website (<https://www.bppe.ca.gov/>).

CBD College is also required to provide a description of the process for submitting consumer complaints in each state from which the institution enrolls students. The complaint process for those states in which CBD College is

authorized, exempt or otherwise approved to offer distance education programs and enrolls students is detailed in the section below.

IMPACT OF CHANGE IN LOCATION OF RESIDENCE

Students must contact the school to discuss any change in their state of residence prior to relocation. Should a student relocate to a state in which CBD College is not authorized to provide distance education, continued enrollment cannot be guaranteed. This may also impact a student's Title IV financial aid eligibility, loan repayment or deferment and/or veteran's benefits. Students should consult with the Financial Aid Office to determine the impact of a change in location.

AUTHORIZATION INFORMATION

The list below summarizes CBD College's status in those states in which the institution currently offers distance education programs to that state's residents and the complaint process for those states.

Bachelor of Science in Health Science Program:

Alaska

CBD College has been determined by the Alaska Commission on Postsecondary Education to meet the criteria for exemption from the authorization provisions because the programs are online or distance delivered and CBD College does not have a physical presence in the state.

[Alaska Commission on Postsecondary Education](#)

PO Box 110505

Juneau, AK 99811-0505

EED.ACPE-IA@alaska.gov

Arizona

The Arizona State Board for Private Postsecondary Education does not require licensure of distance education programs if there will be no physical presence in Arizona. The Board defines physical presence as the use of any Arizona address, Arizona phone numbers, contact information of anyone listing an Arizona address or program offerings in Arizona. CBD College does not have a physical presence in Arizona and is therefore not required to be licensed. In accordance with state law, the Arizona State Board for Private Postsecondary Education is responsible for investigating student complaints against educational institutions licensed by the agency. Because CBD College is not currently required to be licensed by the board please direct any complaints to the [Arizona Office of the Attorney General](#).

[Arizona State Board for Private Postsecondary Education](#)

1740 W. Adams, Suite 3008

Phoenix, AZ 85007

Phone: (602) 542-5709

Fax: (602) 542-1253

Colorado

The Colorado Department of Higher Education policy permits out-of-state institutions to enroll Colorado residents into its online courses and programs without requiring authorization so long as there is not physical presence. CBD College's activities in Colorado do not trigger a physical presence; therefore CBD College not required to be authorized in Colorado.

[Colorado Commission on Higher Education](#)

1600 Broadway

Suite 2200

Denver, CO 80202

URL: <https://highered.colorado.gov/Academics/Complaints/>

Florida

After review from the Commission for Independent Education, Florida Department of Education, it has been determined that the distance education programs offered and educational activities of the College in the state do not require licensure at this time as they do not meet the definition of “operating in the state” as set by state statute. If a postsecondary institution is not licensed by the Commission, the agency directs students to file a complaint with the applicable state regulator of postsecondary education where the institution is located (BPPE) as well as to the institution's accrediting agency.

Hawaii

CBD College’s activities in Hawaii do not trigger a physical presence; therefore the institution is not required to be authorized by the Hawaii Department of Commerce and Consumer Affairs Post-Secondary Education Authorization Program.

[Hawaii Department of Commerce and Consumer Affairs Post-Secondary Education Authorization Program](#)

King Kalakaua Building
335 Merchant Street
Honolulu, Hawaii 96813
Phone: (808) 586-7372
Email: hpeap@dcca.hawaii.gov

Illinois

CBD College has been granted continuous exemption from the Illinois Board of Higher Education because CBD College meets the definition of an Institution with Limited Physical Presence in Illinois as defined under state law.

[Illinois Board of Higher Education](#)

1 North Old State Capitol Plaza,
Suite 333
Springfield, Illinois 62701-1377
Phone: (217) 782-2551
Fax: (217) 782-8548
TTY: (888) 261-2881

Nevada

CBD College is licensed by the Nevada Commission on Postsecondary Education under an experiential courses license. Students enrolled in a licensed private postsecondary institution have the right to register a complaint with the Commission on Postsecondary Education. To file a complaint please fill out and submit a Student Complaint Form available on the agency’s website.

[Commission on Postsecondary Education](#)

2800 E. St. Louis Avenue
Las Vegas, NV 89104
mjwu@det.nv.gov

Ohio

The staff at the Ohio Department of Higher Education has advised CBD College that distance education programs that can be completed 100% online do not require authorization.

[Ohio Department of Higher Education](#)

25 South Front Street
Columbus, Ohio 43215
Phone: (614) 466-6000
Fax: (614) 466-5866

Texas

CBD College is not regulated in Texas under Chapter 132 of the Texas Education Code; therefore, a license or exemption from the Texas Workforce Commission is not required.

CBD College currently has a distance education exemption with the Texas Higher Education Coordinating Board, until such time as at least one clinical/field-based learning experience is scheduled.

[Texas Workforce Commission](#)

(800) 628-5115

[Texas Higher Education Coordinating Board](#)

PO Box 12788

Austin, TX 78711-2788

Phone: 512-427-6101

Fax 512-427-6127

Utah

CBD College has been determined by the Utah Division of Consumer Protection to meet the criteria for exemption from registration requirements of U.C.A § 13-34-105 because CBD College is accredited by a national accrediting agency recognized by the US Department of Education.

[Utah Division of Consumer Protection](#)

PO Box 146704

Salt Lake City, UT 84114-6704

Phone: (801) 530-6601

Fax: (801) 530-6001

Email: consumerprotection@utah.gov

Washington

The Washington Student Achievement Council has determined that CBD College does not require authorization for the institution's Bachelor in Science in Health Science distance education program and that the College's activities in the state do not trigger physical presence.

[Washington Student Achievement Council](#)

917 Lakeridge Way SW

Olympia, WA 98502

(360) 753-7800

info@wsac.wa.gov

SATISFACTORY ACADEMIC PROGRESS

GRADING SYSTEM

CBD College uses the following scale as its standard grading system.

GRADE PERCENT	GRADE	DESCRIPTION	POINT
90 - 100	A	Excellent	4.0
80 - 89	B	Good	3.0
75 - 79	C	Satisfactory	2.0
0 - 74	F	Fail	0.0
	I	Incomplete	0.0
	W	Withdrawal	**

**No grade points are awarded for "Withdrawal"

QUANTITATIVE COMPONENT

Satisfactory Academic Progress is evaluated at Midpoints (one half of an academic year, which aligns with payment periods).

Program Name	Program Clock Hours	Midpoint I (clock hours)	Midpoint II (clock hours)	Midpoint III (clock hours)	Midpoint IV (clock hours)
DA	900	451	N/A	N/A	N/A
MA	920	461	N/A	N/A	N/A
MRI	58 Quarter Credits	36 Quarter Credits	N/A	N/A	N/A
PhT	720	361	N/A	N/A	N/A
ST	1520	451	901	1211	N/A
DMS AAS	2250	451	901	1351	1801
MRI AAS	1816	453	905	1361	N/A
OTA AAS	1874	453	905	1390	N/A
PTA AAS	1820	457	913	1367	N/A
BSHS	90 Quarter Credits	25 Quarter Credits	49 Quarter Credits	70 Quarter Credits	N/A

The student is required to make quantitative progress toward program completion.

Program Breakdown by Academic Year

PROGRAM	FIRST ACADEMIC YEAR	SECOND ACADEMIC YEAR	THIRD ACADEMIC YEAR
Dental Assistant (DA)	900 hours / 40 weeks	N/A	N/A
Medical Assistant (MA)	920 hours/41 weeks	N/A	N/A
Magnetic Resonance Imaging (MRI)	58 Quarter Credits / 40 weeks	N/A	N/A
Pharmacy Technician (PhT)	720 hours /36 weeks	N/A	N/A
Surgical Technology (ST)	900 hours /45 weeks	620 hours /16 weeks	N/A
Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS)	900 hours /45 weeks	900 hours /30 weeks	450 hours/11 weeks
Associate of Applied Science in Magnetic Resonance Imaging (MRI AAS)	904 hours / 32 weeks	912 hours / 32 weeks	N/A
Associate of Applied Science in Occupational Therapy Assistant (OTA AAS)	904 hours /48 weeks	970 hours /34 weeks	N/A
Associate of Applied Science in Physical Therapist Assistant (PTA AAS)	912 hours /48 weeks	908 hours /33 weeks	N/A
Bachelor of Science in Health Science (BSHS)	48 Quarter Credits / 44 weeks	45 Quarter Credits / 33 weeks	N/A

Academic year is defined by CBD College as 900 clock hours (MRI Diploma Program is 58 Quarter Credits, and BSHS Program is 36 Quarter Credits). CBD College offers only “full-time” programs.

QUALITATIVE COMPONENT

A student must pass all modules or courses with a minimum grade of 75% based on a scale of 0 -100%.

Progress is monitored on a monthly/module basis. Students who fail to maintain at least the minimum cumulative GPA (CGPA) will be notified in person during advising sessions. Tutorial assistance will be provided for students experiencing academic difficulties.

MODULE/COURSE REPEAT

Repeated courses/modules will appear on the student’s transcript, but only the newest grade earned will be included in the calculation of the cumulative grade point average. Attendance in successfully repeated module(s) will replace attendance in a prior unsuccessful attempt. Coursework repeated may adversely affect students’ academic progress in terms of the maximum timeframe allowed for program completion.

MAXIMUM TIME FRAME

A student must complete the entire program within 1.5 times the normal completion rate, or within:

- Maximum 54 weeks for the 36-week Pharmacy Technician program
- Maximum 60 weeks for the 40-week Magnetic Resonance Imaging program
- Maximum 61.5 weeks for the 41-week Medical Assistant program
- Maximum 91.5 weeks for the 61-week Surgical Technology program
- Maximum 96 weeks for the 64-week Magnetic Resonance Imaging program
- Maximum 123 weeks for the 82-week Occupational Therapy Assistant program
- Maximum 121.5 weeks for the 81-week Physical Therapist Assistant program

- Maximum 129 weeks for the 86-week Diagnostic Medical Sonography program
- Maximum 115.5 weeks for the 77-week Bachelor of Science in Health Science program

GRADUATION REQUIREMENTS

Diplomas are awarded in Dental Assistant (DA), Medical Assistant (MA) and Pharmacy Technician (PhT) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average, and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

Diplomas are awarded in Surgical Technology (ST) and Magnetic Resonance Imaging (MRI) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average in lab and theory courses, pass all Pass/Fail courses and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

Associate of Applied Science degrees are awarded in Physical Therapist Assistant (PTA AAS), Occupational Therapy Assistant (OTA AAS), Diagnostic Medical Sonography (DMS AAS), & Magnetic Resonance Imaging (MRI AAS) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average, and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

Bachelor of Science degrees are awarded in Health Science (BSHS) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average, and who are in attendance for at least 90% of the total didactic course hours.

GRIEVANCE PROCEDURES

It is the intent of CBD College to provide an avenue for students to resolve conflicts with faculty and/or staff, or another student. It is desirable to resolve problems and complaints informally. This policy encourages both responsibility and accountability for both student and faculty or staff member(s). If resolution of the issues cannot occur informally, formal grievance policy is hierarchical.

We ask that you approach conflicts as follows:

- Step #1.** Meet with the person with whom you have the complaint and attempt to resolve the issue within two (2) weeks of the incident.
- Step #2.** If the concerns are not resolved in step one, an informal discussion should take place with the instructor and/or Program Coordinator.
- Step #3.** If the concerns are not resolved in step #2, or the instructor is person in step #1, make an appointment to meet with Program Director or designee.
- Step #4.** If the concerns are not resolved in step #3, or the Program Director is the person in step #1, make an appointment to meet with the Chief Academic Officer (CAO). The student will be informed of the decision within ten (10) business days.
- Step #5.** If the concerns are not resolved in step #4, make an appointment to meet with, or write a formal letter to, the campus Chief Operating Officer (COO). The student will be informed of the decision within ten (10) business days.

Formal Complaints to Regulatory Agencies

BPPE

CBD College is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

BPPE

Bureau for Private Postsecondary Education

P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (888) 370-7589

Email: bppe@dca.ca.gov BPPE website: www.bppe.ca.gov

Accrediting Agencies

A formal written complaint may also be filed with accrediting bodies listed below. Complaints may not be submitted anonymously.

ABHES

Accrediting Bureau of Health Education Schools

7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043

Phone: (703) 917-9503, Fax: (703) 917-4109

Email: info@abhes.org ABHES website: www.abhes.org

CAAHEP

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 N., Suite 158, Clearwater, FL 33763

Phone: (727) 210-2350, Fax (727) 210-2354

Email: mail@caahep.org CAAHEP website: www.caahep.org

CAPTE

Commission on Accreditation in Physical Therapy Education

1111 North Fairfax Street, Alexandria, VA 22314-1488

Phone: (800) 999-2782, Fax: (703) 706-3387

Email: accreditation@apta.org CAPTE website: www.capteonline.org/home.aspx

ACOTE

Accreditation Council for Occupational Therapy Education

c/o American Occupational Therapy Association (AOTA)

4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449

Phone: (301) 652-6611

E-mail: members@aota.org ACOTE website: www.acoteonline.org

External Complaints

The avenue for external complaints is found on the CBD Website (<https://www.cbd.edu/about-us/#disclosures>) as a Feedback Form. When the button is pushed, a message box is accessed for someone to write either a compliment or a complaint. When the send button is pushed the message is delivered automatically to the institution.. If appropriate to reach the message sender, a response is given within ten (10) business days.

Complaints That Fall Outside of Due Process

It is the intent of all CBD College programs to ensure the institutional policies, procedures and practices protect the rights and privileges of persons not associated with the education program. Persons not associated with the program such as representatives of clinical sites, employers of graduates, and the public, may contact the Program Director or School President with complaints, comments, suggestions or ideas. The following procedures have been established for consideration of all inquiries that fall outside due process:

Procedure:

1. Initial Screening of the Complaint, Comment, Suggestion or Idea:
 - a. Any inquiry about filing a complaint, comment, suggestion or idea about a program will be recorded as it is received by the College.
 - b. If such inquiries are received by other faculty or staff members, they will be referred to the Program Director.
 - c. Informal resolution of the complaint, comment, suggestion or idea will be attempted.
2. Formal Complaint, Comment, Suggestion or Idea:
 - a. If informal resolution is not successful, the following steps will be required of the inquirer:
 - i. Complaints, comments, suggestions and ideas must be provided in writing to the Program Director. Conversely, complaints, comments, suggestions and ideas can be provided electronically via the Feedback Form on the CBD website at <https://www.cbd.edu/about-us/#disclosures>.
 - ii. The Program Director will respond to all comments within 10 business days to further discuss and resolve the issue. If an acceptable resolution has not been achieved within the given time frame, a written appeal may be made to the CAO.
 - iii. Any issues involving the Program Director may be sent directly to the Chief Academic Officer for initial resolution within ten (10) business days of receiving the inquiry.
 - iv. The COO will not become involved until all actions to resolve the issue with the Program Director and Chief Academic Officer have been exhausted (unless the complaint is directly related to the Program Director or Chief Academic Officer). The decision of the COO will be final and not subject to further appeal.
 - v. Records of all communication, meetings and final resolution will be confidentially filed and kept by the Program Director, CAO and the COO for three (3) years.

Complaints About CBD College Distance Education Programs for Student Residing Outside of California:

CBD College does not enroll students from states where the College is not authorized, exempt or otherwise approved to offer distance education programs.

If you are a student residing outside of California, who wishes to file a complaint about a CBD College program delivered via distance education, please review the internal complaint resolution procedures articulated in this policy to submit your informal or formal complaint. If you are unable to resolve your complaint through the steps outlined in this policy, a complaint may also be filed with regulatory bodies listed above. A student may also contact his or her specific state agency directly to register a complaint.

CBD College is required to provide a description of the process for submitting consumer complaints in each state in which enrolled students reside. The complaint process for those states in which CBD College is authorized, exempt or otherwise approved to offer distance education programs and enrolls students is detailed in on the College's website.

HOURS OF OPERATION

	Day Classes	Evening Classes
Dental Assistant, Medical Assistant, Pharmacy Tech & Surgical Tech 4 days/week	9:00 a.m.– 2:00 p.m.	5:00 p.m. – 10:00 p.m.
Diagnostic Medical Sonography 5 days/week	9:00 a.m. – 2:00 p.m. (varies by day)	5:00 p.m. – 10:00 p.m. (varies by day)
Physical Therapist Assistant, Occupational Therapy Assistant, & Magnetic Resonance Imaging 3 to 5 days/week	Schedule varies per module	N/A
Schedule of clinicals/externships varies and may include weekends, according to the needs of the specific program and the availability of the externship/clinical site. Consult the department for further information.		
Administrative office	Monday through Friday 8:00 a.m. – 8:00 p.m.	

BACHELOR OF SCIENCE IN HEALTH SCIENCE PROGRAM

90 quarter credits / 900 clock hours / 77 weeks (Total time to complete the program may vary based on school holidays and breaks).

Program Objective:

The Bachelor of Science in Health Science program prepares graduates of accredited healthcare associate degree programs for a variety of career opportunities within the healthcare and health-science related industries. Graduates can advance in an existing healthcare career or seek entry-level positions in a number of healthcare settings. These include hospitals, physician offices, long-term care facilities, public health agencies, community organizations, and others. With a strategically planned blend of healthcare and business coursework, students learn to apply principles of management, finance, ethics, public policy, information systems, and more. Additionally, the program provides a solid undergraduate foundation to pursue further graduate study and/or professional degrees. Students develop the critical thinking abilities, communication and cultural competencies, and leadership capabilities needed to meet the ongoing challenges of healthcare in the 21st century. At the forefront of a changing industry, graduates gain the advanced skills, knowledge, and values for impacting the healthcare organization's success, improving health services practice, and promoting community wellness.

The program is delivered online/via distance education.

Upon successful completion of the program, graduates may obtain employment as:

- Medical and Health Services Managers
- Post-secondary Health Specialties Teachers
- Health Educators
- Health and Safety Specialists

(CIP # 51.0000; O-NET # 11-9111.00, 29-9012.00, 25-1071.00, 21-1091.00)

Module #	Week #	Clock Hours	Quarter Credits
I	1-11	120	12
II	12-22	120	12
III	23-33	120	12
IV	34-44	120	12
V	45-55	120	12
VI	56-66	150	15
VII	67-77	150	15
Total:		900	90

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

Program Syllabus:

Course Number	Course Title	In-Class Clock Hours	Recognized Outside Hours	Total Clock Hours	Number of Instructional Weeks	Quarter Credits
MTH 101	Introduction to Statistics	12	28	40	11	4
CIS 101	Advanced Computer Applications	12	28	40		4
HS 100	Foundations of Health Care Delivery in the U.S.	12	28	40		4
PSY 201	Organizational Psychology	12	28	40	11	4
ACC 201	Accounting Fundamentals	12	28	40		4
HS 200	Health Care Law and Ethics	12	28	40		4
PHL 301	Critical and Analytical Thinking	12	28	40	11	4
HS 300	Financial Management in Healthcare	12	28	40		4
HS 310	Health Care Policy	12	28	40		4
COM 401	Professional Communications	12	28	40	11	4
HS 400	Health Care Economics	12	28	40		4
HS 410	Organization and Management in Health Care Services	12	28	40		4
BIO 501	Human Disease	12	28	40	11	4
HS 500	Fundamentals of Health Care Reimbursement	12	28	40		4
STA 501	Health Care Research Methods	12	28	40		4
HS 600	Health Care Information Systems and Management	12	28	40	11	4
HS 610	Epidemiology	12	28	40		4
HS 620	Cultural Diversity in Health Care	12	28	40		4
HS 630	Health Science Career Management	10	20	30		3
HS 700	Health Services: Safety, Quality, and Crisis Management	12	20	40	11	4
HS 710	Long-Term Care: Challenges and Opportunities	12	28	40		4
HS 720	Health Care Marketing	12	28	40		4
HS 730	Health Science Professional Capstone	10	20	30		3
TOTAL		272	628	900	77	90

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

Bachelor of Science in Health Science Course Descriptions:

MODULE I MTH 101 – INTRODUCTION TO STATISTICS

Prerequisites: Associate degree

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.0

This is an introductory course in statistics. Students are introduced to the fundamental concepts involved in using sample data to make inferences about populations. Included are the study of measures of central tendency and dispersion, finite probability, probability distributions, statistical inference from large and small samples, linear regression, and correlations.

MODULE I CIS 101 – ADVANCED COMPUTER APPLICATIONS

Prerequisites: Associate degree

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.0

This course emphasizes the complex applications in the Microsoft Office Suite®. Students explore the common features of Microsoft Office and Windows. They practice with the advanced features of Word, Excel, PowerPoint, and cloud-based applications. Students gain confidence and achieve mastery by implementing solutions to real-world business problems.

MODULE I HS 100 – FOUNDATIONS OF HEALTH CARE DELIVERY IN THE U.S.

Prerequisites: Associate degree

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.0

This course provides a wide view of the basic structures and practices of the U.S. health system. Applying a systematic approach, complex issues become accessible. Students explore the history, economics, organizational and political aspects of American healthcare. Major topics include the Affordable Care Act (ACA) and new trends in healthcare management. Students examine current challenges in costs, delivery, and quality in healthcare. They also consider the future of healthcare delivery.

MODULE II PSY 201 – ORGANIZATIONAL PSYCHOLOGY

Prerequisites: Module I

Co-requisite: Concurrent Module II courses

Quarter Credits: 4.0

This course covers the foundations of research and applications of organizational performance and behaviors. Students will be exposed to practical applications of organizational behavior so that they are well equipped to understand and lead/manage in a healthcare organization.

MODULE II ACC 201 – ACCOUNTING FUNDAMENTALS

Prerequisites: Module I

Co-requisite: Concurrent Module II courses

Quarter Credits: 4.0

This course introduces the core principles of accounting. Students apply tools and concepts to record and adjust business transactions. They move on to use these tools to complete the accounting cycle. Major topics include inventories, internal controls, accounts receivable, current liabilities, and payroll. Students analyze business transactions and financial information to make data-driven decisions.

MODULE II HS 200 – HEALTH CARE LAW AND ETHICS

Prerequisites: Module I

Co-requisite: Concurrent Module II courses

Quarter Credits: 4.0

This course provides students with an overview of the legal and regulatory issues they will face in the profession. Students apply critical-thinking skills to contemporary real-world scenarios involving patients, employees, and employers. They address risks and concerns from ethical and legal perspectives.

MODULE III PHL 301 – CRITICAL AND ANALYTICAL THINKING

Prerequisites: Module I-II

Co-requisite: Concurrent Module III courses

Quarter Credits: 4.0

This course guides students in developing their higher-order critical and analytical thinking skills. Students examine the challenges to critical thinking and the cognitive processes of reasoning. They build the skills needed for analyzing the validity of information. Students advance from basic abilities to making complex and abstract decisions.

MODULE III HS 300 – FINANCIAL MANAGEMENT IN HEALTHCARE

Prerequisites: Module I-II

Co-requisite: Concurrent Module III courses

Quarter Credits: 4.0

This course introduces the essentials of financial structures and operations used throughout the healthcare industry. Students explore the current issues that are unique to the industry. The course applies financial theory to the complexities of the U.S. healthcare system. Students examine the profit and loss, balance sheet, and cash flow statements. The course emphasizes administrative decision making for budgeting and resource allocation.

MODULE III HS 310 – HEALTH CARE POLICY

Prerequisites: Module I-II

Co-requisite: Concurrent Module III courses

Quarter Credits: 4.0

This course provides students with an overview of the forces impacting changes in healthcare delivery and policy in the United States. Emphasis is placed on the policy-making process. Frameworks for analyzing policy decisions impacting individual and public health services, delivery and quality will be covered throughout the course.

MODULE III COM 401 – PROFESSIONAL COMMUNICATIONS

Prerequisites: Module I-III

Co-requisite: Concurrent Module IV courses

Quarter Credits: 4.0

This course focuses on writing, speaking, and collaborating in a business context. The course provides a framework for effective communications. Students develop skills for responding to the social and communication challenges found in the professional environment. Relevant up-to-date communication technologies and social media are also presented throughout the course.

MODULE IV HS 400 – HEALTH CARE ECONOMICS

Prerequisites: Module I-III

Co-requisite: Concurrent Module IV courses

Quarter Credits: 4.0

This course applies economic theory to our public healthcare system. Emphasis is placed on the economic principles used to regulate the healthcare industry, including federal and state policies. Major topics cover healthcare markets,

the role of government, and demand and supply. Students apply basic economic methods for managerial decision making.

MODULE IV HS 410 - ORGANIZATION AND MANAGEMENT IN HEALTH CARE SERVICES

Prerequisites: Module I-III

Co-requisite: Concurrent Module IV courses

Quarter Credits: 4.0

This course offers a systematic framework for guiding healthcare managers and supervisors. Students explore management principles presented in a variety of settings. They apply techniques in strategic planning, organizational development, and decision making. A strong focus of this course is strategically developing and managing human resources.

MODULE V BIO 501 - HUMAN DISEASE

Prerequisites: Module I-IV

Co-requisite: Concurrent Module V courses

Quarter Credits: 4.0

This course is designed to inform healthcare practitioners about diseases affecting the human body, their causes, transmission, prevention and cures. Topics covered include the causes of disease, the body's response to disease, ways to prevent disease, and specific disorders.

MODULE V HS 500 - FUNDAMENTALS OF HEALTH CARE REIMBURSEMENT

Prerequisites: Module I-IV

Co-requisite: Concurrent Module V courses

Quarter Credits: 4.0

This course provides the foundational concepts as it relates to understanding claims processing, coding, reimbursement strategies, compliance, reporting, and auditing. Students explore the latest processes that span reimbursement to compliance. They also examine regulations related to federal and state administered payment programs and the private health sector.

MODULE V STA 501 - HEALTH CARE RESEARCH METHODS

Prerequisites: Module I-IV

Co-requisite: Concurrent Module V courses

Quarter Credits: 4.0

This course demonstrates three approaches to research design: qualitative, quantitative, and mixed methods. Students apply the key principles required for analyzing research in a real-world setting. Major topics include electronic research design, literature reviews, application of theory, research questions, methodologies, and mixed methods procedures. Students gain an understanding of how concepts learned apply to their future careers.

MODULE VI HS 600 – HEALTH CARE INFORMATION SYSTEMS AND MANAGEMENT

Prerequisites: Module I-V

Co-requisite: Concurrent Module VI courses

Quarter Credits: 4.0

This course covers the latest in health information systems (HIS) applicable to the 21st century healthcare organizations. Students study topics of health information to manage patient interactions and to mitigate error. The course provides processes and tools for gathering and analyzing data. Students apply data for strategic planning, managerial decision making, and patient-care delivery. With real-world context and application, they examine the impact of emerging technologies on the healthcare industry.

MODULE VI HS 610 – EPIDEMIOLOGY

Prerequisites: Module I-V

Co-requisite: Concurrent Module VI courses

Quarter

Credits: 4.0

This course will inform the student regarding epidemiology, the study of disease occurrence and determinants, which, lays the foundation for all public health practice. It is a scientific way of thinking about cause and effect. Epidemiology is used to investigate disease outbreaks, determine the natural history of disease, set resource priorities, and develop policies. Basic epidemiologic theory and techniques, applicable to public health practice will be taught.

MODULE VI HS 620 – CULTURAL DIVERSITY IN HEALTH CARE

Prerequisites: Module I-V

Co-requisite: Concurrent Module VI courses

Quarter Credits: 4.0

This course concentrates on health promotion and community health issues. Students explore cultural differences in our society and how they impact health services. Major topics include epidemiology, public health organizations, and program planning.

MODULE VI HS 630 – HEALTH SCIENCE CAREER MANAGEMENT

Prerequisites: Module I-V

Co-requisite: Concurrent Module VI courses

Quarter Credits: 3.0

This course focuses on the theory and practice of planning and managing a career with professionalism. In this course, students develop skills to present their accomplishments and values. They prepare to market themselves to prospective employers. Major topics include career goal development, résumé writing, interviewing, and interpersonal relationship management. Students build expertise in marketing and managing their professional profiles through technology.

MODULE VII HS 700 – HEALTH SERVICES: SAFETY, QUALITY, AND CRISIS MANAGEMENT

Prerequisites: Module I-VI

Co-requisite: Concurrent Module VII courses

Quarter Credits: 4.0

This course addresses safety, quality management, and crisis management in any healthcare organization. Additionally, this course provides a framework for prevention, preparing for, and responding to medical errors and patient safety events. Students examine evidence-based outcomes and standards of care for a safe, secure, and healthy work environment.

MODULE VII HS 710 – LONG-TERM CARE: CHALLENGES AND OPPORTUNITIES

Prerequisites: Module I-VI

Co-requisite: Concurrent Module VII courses

Quarter Credits: 4.0

This course examines the complexities and challenges in long-term care operations and delivery. Students explore issues across a continuum of settings from short-term care to hospice. Major topics include laws, policies, and financing of long-term care facilities. Students delve into the management requirements for creating sustainable long-term care practices.

MODULE VII HS 720 – HEALTH CARE MARKETING

Prerequisites: Module I-VI

Co-requisite: Concurrent Module VII courses

Quarter Credits: 4.0

This course combines contemporary theories and practical applications of healthcare marketing strategies. Topics include strategic development based on the needs of the healthcare organization and the marketing planning process. Students examine competitive factors in the marketplace. They explore the internal and external processes involved in market research. Relevant and real-world examples of healthcare environments are used to illustrate marketing actions, strategies and tactics.

MODULE VII HS 730 – HEALTH SCIENCE PROFESSIONAL CAPSTONE

Prerequisites: Module I-VI

Co-requisite: Concurrent Module VII courses

Quarter Credits: 3.0

This capstone course serves as the culminating experience for the Bachelor of Science in Health Science program. The course requires project-based application of all concepts mastered throughout the curriculum. Students are assessed in the context of a healthcare organization. Professional communication skills, critical thinking, reflection, and problem-solving abilities are evaluated in the context of a healthcare organization.

B.S. IN HEALTH SCIENCE ACADEMIC INTEGRITY

STUDENTS ARE REQUIRED TO TAKE ALL THE EXAMS AND QUIZZES LISTED IN THE SYLLABUS. IT IS NOT PERMITTED TO SKIP ANY TEST.

TESTING ENVIRONMENT

CBD students are expected to take their tests following and complying with ethical behavior and integrity principles.

Any kind of communication among students during or about a test, in any kind of language and with any kind of system, is an example of academic dishonesty.

Students found cheating or engaged in any means of academic dishonesty are at risk of immediate termination.

Any questions relative to clarification of test instructions are to be directed to the instructor, not other students.

General testing procedures

8. Online Quizzes and Exams (tests) are timed and can be taken any day and time of the week during which they are scheduled and made available.
9. Students are advised to take the tests using a PC with a stable internet connection, and in an environment free of distractions and sources of interruption.
10. Once the test has been started it cannot be paused and should be completed and submitted within the allotted time. Tests not submitted by the student will be automatically submitted by the system at the end of the allotted time.
11. The online test taking must be a solitary activity and no cooperation and communication with other students is allowed during the test week, about the test. Measures are in place to verify that any submitted test is the result of a solitary student activity and not of a collaboration between students.

A student found violating any of these general testing procedures or exercising any practice that qualifies as academic dishonesty may have the test invalidated, with no opportunity to be retaken.

Students not taking and submitting a test during the allotted week will be automatically placed under the retake policy.

REVIEW OF QUIZZES AND EXAMS (TESTS)

Tests will be available for review after all of the students in the program have taken them and after the tests' submissions have been deactivated.

RETAKE POLICY

The retake policy limits students retaking an exam to earn a maximum of the minimum pass score established for the course.

This policy applies to students who miss a test without an excused absence and to those who fail a test.

Scores on the first attempt (if applicable) and on the retake will be compared and the highest score will be recorded, in case the student fails the retake.

Students will have 1 (one) opportunity to retake a test, within 1 (one) week of the failed/missed test, or until the last day of the course, whichever occurs first.

The number of retakes is limited to 1 (one) in each Module or at the instructor's discretion.

Plan for improvement

A Plan for improvement will be provided for students not achieving the minimum pass score on any given test.

The theory instructor will identify the areas needing improvement and will develop a plan indicating the areas needing improvement and the steps to be followed, allowing the students, if applicable, to retake the failed test, under the retake policy conditions, observing the timeframe of 1 (one) week of the failed/missed test, or until the last day of the course, whichever occurs first.

Remediation Plan

The remediation plan is an intensive intervention to help students with failing average scores to bring their GPA to the minimum required to pass the course. This plan is developed by the theory instructor and may include tutoring sessions, research projects and other didactic methodologies applicable to address the problem as deemed appropriate by the instructor.

Students not reaching the minimum pass score average at any given month during a Module will be advised to follow the Remediation Plan individually created to optimize the weak areas.

Failure in achieving the minimum pass score at the end of the module may result in immediate termination from the program.

COMPUTER, HARDWARE, SOFTWARE, AND SKILLS REQUIREMENTS FOR ONLINE COURSES

Students must be computer literate and have access to the following computer hardware and software to successfully complete the Online Courses:

Computer Skills

- Ability to use web browsers
- Ability to enter Uniform Resource Locators (URL's)
- Ability to download and save files from the Internet
- Be able to complete online forms
- Be able to cut or copy and paste
- Be familiar with web-based email

Hardware

- Access to Internet Service - Dial up/56K modem minimum, DSL or cable modem preferred (the faster, the better)
- Printer and Scanner (you may need to print or scan documents)
- Monitor that will display at least 800x600 pixels (1024x768 preferred)
- Max. 5 years old or newer PC when possible, with at least 2 GB of RAM

Software

- Windows XP, Vista or better (7, 10; users of Windows 10 need to download the Windows 10 Anniversary Update) running the latest version of the free internet browser software Google Chrome, Internet Explorer or Firefox. Or Mac OSX 10.6 and newer.
- Java, JavaScript, and cookies must be enabled in your browser of choice
- Pop-up blocking software may need to be disabled
- PDF reader - Adobe Acrobat Reader DC

Microsoft Office or at least Microsoft Word. OpenOffice is acceptable: free software is available at <http://www.openoffice.org> and it is required to save files in .doc or .rtf format.

B.S. IN HEALTH SCIENCE EQUIPMENT AND MATERIALS

• Computer • Windows 7 or above, or Mac 10.10 or above • 2GB RAM • 100MB free space, minimum • 16 Bit sound card • Computer display with 1024x768 or 1280x720 minimum resolution, 32-bit color graphics • Broadband internet connection: 25 Mbps (Cable/DSL recommended) • Keyboard • Mouse/trackpad • Internal or external webcam • Speakers and microphone • Printer and scanner	Books: <i>A Comprehensive Guide to Budgeting for Health Care Managers</i> <i>Hornngrens Accounting</i> <i>Career Achievement: Growing Your Goals</i> <i>Communication Skills for the Health Care Professional</i> <i>Communicating at Work</i> <i>Business and Professional Communication</i> <i>Critical Thinking: A Student's Introduction</i> <i>Effective Management of Longterm Care Facilities</i> <i>Elementary Statistics</i> <i>Epidemiology 101</i> <i>Essentials of Health Care Finance</i> <i>Essentials of Health Economics</i> <i>Essentials of Health Policy and Law</i> <i>Understanding Health Policy: A Clinical Approach</i> <i>Essentials of Human Diseases and Conditions</i> <i>Gould's Pathophysiology for the Health Professions</i> <i>Pathology: Concepts of Human Disease</i> <i>Health Care Finance and the Mechanics of Insurance and Reimbursement</i> <i>Medical Insurance: A revenue Cycle Process Approach</i> <i>Health Disparities, Diversity, and Inclusion</i> <i>Cultural Diversity in Health and Illness</i> <i>Healthcare Market Strategy</i> <i>Marketing: An Introduction</i> <i>Law and Ethics for Health Professions</i> <i>Management Principles for Health Professionals</i> <i>MyLab IT with Pearson eText – Instant Access – for GO! With Microsoft Office 365</i> <i>Computing Essentials</i> <i>Navigating the US Health System</i> <i>The United States Healthcare System</i> <i>APA Manual</i> <i>Organizational Behavior plus MyLab Management with Pearson eText</i> <i>Organizational Behavior</i> <i>Research Design: Qualitative, Quantitative, and Mixed Methods Approaches</i> <i>Understanding Health Information Systems for the Health Professions</i> <i>Health Information Management Technology</i> <i>Health Care Information Systems 4e</i> <i>Health Information Management Technology</i> <i>Understanding Patient Safety</i> <i>Fundamentals of Healthcare Administration</i> Software: • Google Chrome 30, Firefox 25.0, Safari 6, or Internet Explorer 10 • Adobe Flash Player (latest version) • Microsoft Word (or word processing software that can save files in the .doc or .docx format) • Snagit
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FINANCIAL INFORMATION

Program	Tuition	Registration Fee*	CPR	Background Check	Books/ Handouts	Uniforms/ Tools/Badge/ Other fees	STRF*	TOTAL**
B.S. in Health Science (BSHS)	\$15,570.00	\$75.00	N/A	N/A	\$1,350.00	N/A	\$0.00	\$16,995.00
BSHS Year 1	\$8,304.00	\$75.00	N/A	N/A	\$773.00	N/A	\$0.00	\$9,152.00
BSHS Year 2	\$7,266.00	\$0.00	N/A	N/A	\$577.00	N/A	\$0.00	\$7,843.00

*Non-refundable. *STRF = \$0.00 for every \$1,000 rounded to the nearest \$1,000 **Estimated schedule of total charges for the entire program and ♦the current period of attendance (which is same for DA, MA, MRI & PhT programs).

ADDENDUM 2 -

ASSOCIATE OF SCIENCE IN HEALTH INFORMATION TECHNOLOGY

ADMISSIONS

REQUIREMENTS

To be admitted to CBD College, the applicant must:

- Be at least 17 years of age.
- Have earned a high school diploma or its equivalent⁶, or completed Associate level degree or higher.
- Have an interview with an Admissions Representative.
- Meet with the Interview Team, if applying to a degree program.
- Provide essay/questionnaire, if applying to a degree program.
- Present valid government picture ID.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test and Wonderlic Advanced Skills Test (WAST), if applying to a degree program.

CBD College does not admit Ability-To-Benefit applicants.

PROCEDURES

Students who are at minimum 17 years of age may be accepted and enrolled if they have earned a high school diploma or its equivalent, or if they have successfully completed their education in a foreign country where that education is recognized as being equivalent to a U.S. high school diploma or above⁷. Students must provide a proof of graduation (see admission requirements above).

To begin their college experience, applicants must complete an Admission Packet (*Note: If you have been convicted, found guilty of, or pled nolo contendere to any crime (felony or misdemeanor), other than a speeding or parking violation, you MUST seek clarification from the board of the program you are applying for, as to your eligibility to apply for Board examination*), have a personal interview with an Admissions Representative and meet Admissions Requirements. *Note: Health screenings, immunizations, and current BLS CPR certification are required prior to placement into clinical externship. Drug and alcohol testing are required by some clinical externship sites prior to placement into site.*

All enrolled students must attend the orientation session(s) designated for the program.

The school reserves the right to deny enrollment based on candidate test scores, prior criminal record, failure of the candidate to meet admissions requirements, or to comply with any applicable local, state or federal laws, statutes or regulations and, when appropriate, based on the decision of the Interview Team.

New applicants may apply to the same program no more than three (3) times.

Acceptance and matriculation rates are maintained by the Director of Admissions and are made available upon request.

Distance Education/Blended Programs

- To be eligible for admission to a distance education/blended program, an applicant must first meet the minimum admission requirements, as described above in this catalog (See Admissions section above);

⁶ The following are the equivalent of a high school diploma: (1) GED; (2) A state certificate received by a student after the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; (3) an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree; (4) For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and who has not completed high school but who excelled academically in high school, documentation that the student excelled academically in high school and has met the formalized, written policies of the institution for admitting such students.

⁷ Evaluations that certify equivalency to US education must be submitted within seven (7) calendar days after program start date.

- Be a resident of a state in which CBD College is authorized to deliver distance education (see State Authorization of Distance Education Outside of California section of the catalog);
- Present an electronic copy of a valid government issued ID card to their Admissions Representative; and
- Pass an online orientation course inclusive of distance education readiness assessment verifying hardware, software, and computer literacy requirements, confirming the ability to be successful in a virtual classroom environment.

Computer Skills needed for Distance Education

- Ability to use web browsers, various search engines, and library databases
- Ability to enter Uniform Resource Locators (URLs)
- Ability to download and save files from the Internet, install software, and use virus protection
- Be able to complete online forms; participate in discussion boards, chats, and messengers
- Be able to cut or copy and paste, use spell-check, and save files in different formats
- Be familiar with web-based email, including sending and receiving attachments
- Ability to manage files and folders (save, name, copy, move, backup, rename, delete, check properties)

Hardware needed for Distance Education

- Computer with at least 100MB free space, 2GB RAM, and 16 Bit sound card
- Access to Internet Service – Broadband (cable/DSL recommended)
- Printer
- Keyboard, mouse/trackpad, speakers, and microphone
- Internal or external webcam
- Monitor that will display 1024x768 or 1280x720 minimum resolution, with 32-bit color graphics

Software needed for Distance Education

- Windows 7 or above, or Mac 10.10 or above
- Google Chrome 30, Firefox 25.0, Safari 6, or Internet Explorer 10.
- Java, JavaScript, and cookies must be enabled in browser.
- Pop-up blocking software may need to be disabled
- PDF reader - Adobe Acrobat Reader DC (free download at <https://get.adobe.com/reader>)
- Adobe Flash Player, latest version (free download at <https://get.adobe.com/flashplayer>)
- Microsoft Word, or word processing software that can save files in the .doc or .docx format. OpenOffice is acceptable: free software is available at <http://www.openoffice.org> and it is required to save files in .doc or .rtf format.

PROGRAM	SLE SCORE	WAST SCORE
Pharmacy Technician (PhT)	12	N/A
Medical Assistant (MA)	13	N/A
Surgical Technology (ST)	14	N/A
Dental Assistant (DA)	14	N/A
Magnetic Resonance Imaging – (MRI) (Distance Education Education) (MRI)	15	N/A
AS in Health Information Technology (HIT AS)	15	Language 1300 Math 1300
AAS in Diagnostic Medical Sonography (DMS AAS)	15	
AAS in Magnetic Resonance Imaging (MRI AAS)	15	
AAS in Occupational Therapy Assistant (OTA AAS)	16	
AAS in Physical Therapist Assistant (PTA AAS)	16	
B.S. in Health Science (BSHS)	18	Language 1400 Math 1400

If the number of applicants is higher than the number of seats available for the program, students are placed on a waiting list based on the highest total score.

The applicant may take each of the Wonderlic SLE and WAST tests required for admission to a program up to three (3) times initially. If the applicant does not achieve a passing score on the required tests after three (3) attempts, the applicant must wait three (3) months before retaking the failed test(s). After the three (3) month waiting period, the applicant may take the failed Wonderlic SLE and WAST test(s) up to three (3) more times.

If the applicant does not achieve a passing score after these three (3) attempts, the applicant must wait one (1) calendar year before retaking all of the Wonderlic SLE and WAST tests required for admission to the program. The applicant will be allowed to take each of the Wonderlic SLE and WAST tests up to three (3) times after the one (1) calendar year waiting period. If the applicant does not achieve a passing score on each of the required test(s) after these three (3) attempts, the applicant will not be able to take the Wonderlic SLE and WAST tests again for admission to a program at the college.

Applicants will only be admitted to the Associate Degree programs without taking the WAST tests administered at the college if they present to the college a transcript of record showing completion of a baccalaureate degree or higher at an accredited school.

Associate Degree Applicants

- Meets the minimum admission policies, as described above in this catalog, including Distance Education/Blended Program requirements.
- Each applicant must meet with members of the Interview Team. The members of the Interview Team will use a Candidate Interview Form and award selection points for the applicant's responses to the questionnaire and in the interview.
- Selection points are also awarded for the admissions testing scores on the WONDERLIC SLE and WAST examinations.
- Total selection points are calculated from the admissions testing scores, interview and questionnaire. Applicants are ranked based on the total score.
- Applicants who have met the minimum admission requirements for an associate degree program and who have the highest selection ranking will be accepted for admission to the current cohort. Should an opening occur, the applicant who has the next highest number of combined points may be accepted for admission. If there are more than the required number of individuals qualified for admission in a given cohort, those who are not admitted to the current cohort will be considered for admission into a subsequent cohort.

Bachelor's Degree Applicants

- Meets the minimum admission policies, as described above in this catalog, including Distance Education/Blended Program requirements.
- Additionally, applicants to the Bachelor of Science in Health Science program are required to have a healthcare related associate degree from an accredited educational institution. The associate degree should include a total of 90 quarter credit hours (67.5 associate-level core quarter credit hours and 22.5 general education quarter credit hours). Additional transfer credits may be granted based on an individual student's associate degree. General Education transfer credits should include subject matter from the humanities, mathematics, sciences, and the social sciences.

SATISFACTORY ACADEMIC PROGRESS

GRADING SYSTEM

CBD College uses the following scale as its standard grading system.

GRADE PERCENT	GRADE	DESCRIPTION	POINT
DMS AAS, MRI AAS, OTA AAS, PTA AAS, HIT AS, MRI, ST, DA, MA, PhT, B.S. in Health Science			
90 – 100	A	Excellent	4.0
80 – 89	B	Good	3.0
75 – 79	C	Satisfactory	2.0
0 – 74	F	Fail	0.0
	I	Incomplete	0.0
	W	Withdrawal	**

**No grade points are awarded for “Withdrawal”

QUANTITATIVE COMPONENT

Satisfactory Academic Progress is evaluated at Midpoints (one half of an academic year, which aligns with payment periods).

Program Name	Program Clock Hours	Midpoint I (clock hours)	Midpoint II (clock hours)	Midpoint III (clock hours)	Midpoint IV (clock hours)
DA	900	451	N/A	N/A	N/A
MA	920	461	N/A	N/A	N/A
MRI	58 Quarter Credits	30 Quarter Credits	N/A	N/A	N/A
PhT	720	361	N/A	N/A	N/A
ST	1520	451	901	1211	N/A
DMS	2250	451	901	1351	1801
MRI	1816	453	905	1361	N/A
OTA	1874	453	905	1390	N/A
PTA	1820	457	913	1367	N/A
HIT	91 Quarter Credits	27 Quarter Credits	54 Quarter Credits	73 Quarter Credits	N/A
BSHS	90 Quarter Credits	25 Quarter Credits	49 Quarter Credits	70 Quarter Credits	N/A

The student is required to make quantitative progress toward program completion.

Program Breakdown by Academic Year

PROGRAM	FIRST ACADEMIC YEAR	SECOND ACADEMIC YEAR	THIRD ACADEMIC YEAR
Dental Assistant (DA)	900 hours / 40 weeks	N/A	N/A
Medical Assistant (MA)	920 hours/41 weeks	N/A	N/A
Magnetic Resonance Imaging (MRI)	58 Quarter Credits / 40 weeks	N/A	N/A
Pharmacy Technician (PhT)	720 hours /36 weeks	N/A	N/A
Surgical Technology (ST)	900 hours /45 weeks	620 hours /16 weeks	N/A
Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS)	900 hours /45 weeks	900 hours /30 weeks	450 hours/11 weeks
Associate of Applied Science in Magnetic Resonance Imaging (MRI AAS)	904 hours / 32 weeks	912 hours / 32 weeks	N/A
Associate of Applied Science in Occupational Therapy Assistant (OTA AAS)	904 hours /48 weeks	970 hours /34 weeks	N/A
Associate of Applied Science in Physical Therapist Assistant (PTA AAS)	912 hours /48 weeks	908 hours /33 weeks	N/A
Associate of Science in Health Information Technology (HIT AS)	53 Quarter Credits / 44 weeks	38 Quarter Credits / 33 weeks	N/A
Bachelor of Science in Health Science (BSHS)	48 Quarter Credits / 44 weeks	45 Quarter Credits / 33 weeks	N/A

Academic year is defined by CBD College as 900 clock hours (MRI Diploma Program is 58 Quarter Credits, AS in Health Information Technology is 36 Quarter Credits, and B.S. in Health Science Program is 36 Quarter Credits).
CBD College offers only “full-time” programs.

QUALITATIVE COMPONENT

A student must pass all modules or courses with a minimum grade as follows, based on a scale of 0 -100%:

- 75% for the Dental Assistant, Medical Assistant, and Pharmacy Technician, Magnetic Resonance Imaging, Surgical Technology, Associate of Applied Science in Diagnostic Medical Sonography, Associate of Applied Science in Magnetic Resonance Imaging, Associate of Applied Science in Occupational Therapy Assistant, Associate of Applied Science in Physical Therapist Assistant, Associate of Science in Health Information Technology, and Bachelor of Science in Health Science programs
- Progress is monitored on a monthly/module basis. Students who fail to maintain at least the minimum cumulative GPA (CGPA) will be notified in person during advising sessions. Tutorial assistance will be provided for students experiencing academic difficulties.

MODULE/COURSE REPEAT

Repeated courses/modules will appear on the student's transcript, but only the newest grade earned will be included in the calculation of the cumulative grade point average. Attendance in successfully repeated module(s) will replace attendance in a prior unsuccessful attempt. Coursework repeated may adversely affect students' academic progress in terms of the maximum timeframe allowed for program completion.

MAXIMUM TIME FRAME

A student must complete the entire program within 1.5 times the normal completion rate, or within:

- Maximum 54 weeks for the 36-week Pharmacy Technician program
- Maximum 60 weeks for the 40-week Magnetic Resonance Imaging program
- Maximum 61.5 weeks for the 41-week Medical Assistant program
- Maximum 91.5 weeks for the 61-week Surgical Technology program
- Maximum 96 weeks for the 64-week Magnetic Resonance Imaging program
- Maximum 123 weeks for the 82-week Occupational Therapy Assistant program
- Maximum 121.5 weeks for the 81-week Physical Therapist Assistant program
- Maximum 129 weeks for the 86-week Diagnostic Medical Sonography program
- Maximum 115.5 weeks for the 77-week Health Information Technology program
- Maximum 115.5 weeks for the 77-week Bachelor of Science in Health Science program

GRADUATION REQUIREMENTS

Diplomas are awarded in Dental Assistant (DA), Medical Assistant (MA), Pharmacy Technician (PhT), Surgical Technology (ST) and Magnetic Resonance Imaging (MRI) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average in lab and theory courses, pass all Pass/Fail courses and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

Associate of Applied Science degrees are awarded in Physical Therapist Assistant (PTA AAS), Occupational Therapy Assistant (OTA AAS), Diagnostic Medical Sonography (DMS AAS), Magnetic Resonance Imaging (MRI AAS), and Health Information Technology (HIT AS) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average, and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

Bachelor of Science degrees are awarded in Health Science (BSHS) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average, and who are in attendance for at least 90% of the total didactic course hours.

GRIEVANCE PROCEDURES

It is the intent of CBD College to provide an avenue for students to resolve conflicts with faculty and/or staff, or another student. It is desirable to resolve problems and complaints informally. This policy encourages both responsibility and accountability for both student and faculty or staff member(s). If resolution of the issues cannot occur informally, formal grievance policy is hierarchical.

We ask that you approach conflicts as follows:

- Step #1.** Meet with the person with whom you have the complaint and attempt to resolve the issue within two (2) weeks of the incident.
- Step #2.** If the concerns are not resolved in step one, an informal discussion should take place with the instructor and/or Program Coordinator.
- Step #3.** If the concerns are not resolved in step #2, or the instructor is person in step #1, make an appointment to meet with Program Director or designee.
- Step #4.** If the concerns are not resolved in step #3, or the Program Director is the person in step #1, make an appointment to meet with the Chief Academic Officer (CAO). The student will be informed of the decision within ten (10) business days.

Step #5. If the concerns are not resolved in step #4, make an appointment to meet with, or write a formal letter to, the campus Chief Operating Officer (COO). The student will be informed of the decision within ten (10) business days.

Formal Complaints to Regulatory Agencies

BPPE

CBD College is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

BPPE

Bureau for Private Postsecondary Education

P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (888) 370-7589

Email: bppe@dca.ca.gov BPPE website: www.bppe.ca.gov

Accrediting Agencies

A formal written complaint may also be filed with accrediting bodies listed below. Complaints may not be submitted anonymously.

ABHES

Accrediting Bureau of Health Education Schools

7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043

Phone: (703) 917-9503, Fax: (703) 917-4109

Email: info@abhес.org ABHES website: www.abhes.org

CAAHEP

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 N., Suite 158, Clearwater, FL 33763

Phone: (727) 210-2350, Fax (727) 210-2354

Email: mail@caahep.org CAAHEP website: www.caahep.org

CAPTE

Commission on Accreditation in Physical Therapy Education

1111 North Fairfax Street, Alexandria, VA 22314-1488

Phone: (800) 999-2782, Fax: (703) 706-3387

Email: accreditation@apta.org CAPTE website: www.capteonline.org/home.aspx

ACOTE

Accreditation Council for Occupational Therapy Education

c/o American Occupational Therapy Association (AOTA)

4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449

Phone: (301) 652-6611

E-mail: members@aota.org ACOTE website: www.acoteonline.org

External Complaints

The avenue for external complaints is found on the CBD Website (<https://www.cbd.edu/about-us/#disclosures>) as a Feedback Form. When the button is pushed, a message box is accessed for someone to write either a compliment or a complaint. When the send button is pushed the message is delivered automatically to the institution. If appropriate to reach the message sender, a response is given within ten (10) business days.

Complaints That Fall Outside of Due Process

It is the intent of all CBD College programs to ensure the institutional policies, procedures and practices protect the rights and privileges of persons not associated with the education program. Persons not associated with the program such as representatives of clinical sites, employers of graduates, and the public, may contact the Program Director or School President with complaints, comments, suggestions or ideas. The following procedures have been established for consideration of all inquiries that fall outside due process:

Procedure:

1. Initial Screening of the Complaint, Comment, Suggestion or Idea:
 - a. Any inquiry about filing a complaint, comment, suggestion or idea about a program will be recorded as it is received by the College.
 - b. If such inquiries are received by other faculty or staff members, they will be referred to the Program Director.
 - c. Informal resolution of the complaint, comment, suggestion or idea will be attempted.
2. Formal Complaint, Comment, Suggestion or Idea:
 - a. If informal resolution is not successful, the following steps will be required of the inquirer:
 - i. Complaints, comments, suggestions and ideas must be provided in writing to the Program Director. Conversely, complaints, comments, suggestions and ideas can be provided electronically via the Feedback Form on the CBD website at <https://www.cbd.edu/about-us/#disclosures>.
 - ii. The Program Director will respond to all comments within 10 business days to further discuss and resolve the issue. If an acceptable resolution has not been achieved within the given time frame, a written appeal may be made to the CAO.
 - iii. Any issues involving the Program Director may be sent directly to the Chief Academic Officer for initial resolution within ten (10) business days of receiving the inquiry.
 - iv. The COO will not become involved until all actions to resolve the issue with the Program Director and Chief Academic Officer have been exhausted (unless the complaint is directly related to the Program Director or Chief Academic Officer). The decision of the COO will be final and not subject to further appeal.
 - v. Records of all communication, meetings and final resolution will be confidentially filed and kept by the Program Director, CAO and the COO for three (3) years.

Complaints About CBD College Distance Education Programs for Student Residing Outside of California:

CBD College does not enroll students from states where the College is not authorized, exempt or otherwise approved to offer distance education programs.

If you are a student residing outside of California, who wishes to file a complaint about a CBD College program delivered via distance education, please review the internal complaint resolution procedures articulated in this policy to submit your informal or formal complaint. If you are unable to resolve your complaint through the steps outlined in this policy, a complaint may also be filed with regulatory bodies listed above. A student may also contact his or her specific state agency directly to register a complaint.

CBD College is required to provide a description of the process for submitting consumer complaints in each state in which enrolled students reside. The complaint process for those states in which CBD College is authorized, exempt or otherwise approved to offer distance education programs and enrolls students is detailed in on the College's website.

HOURS OF OPERATION

	Day Classes	Evening Classes
Dental Assistant, Medical Assistant, Pharmacy Tech & Surgical Tech 4 days/week	9:00 a.m.– 2:00 p.m.	5:00 p.m. – 10:00 p.m.
Diagnostic Medical Sonography 5 days/week	9:00 a.m. – 2:00 p.m. (varies by day)	5:00 p.m. – 10:00 p.m. (varies by day)
Physical Therapist Assistant, Occupational Therapy Assistant, & Magnetic Resonance Imaging 3 to 5 days/week	Schedule varies per module	N/A
Schedule of clinicals/externships varies and may include weekends, according to the needs of the specific program and the availability of the externship/clinical site. Consult the department for further information.		
Administrative office	Monday through Friday 8:00 a.m. – 8:00 p.m.	

ASSOCIATE OF SCIENCE IN HEALTH INFORMATION TECHNOLOGY PROGRAM

91 quarter credits / 910 clock hours / 77 weeks (Total time to complete the program may vary based on school holidays and breaks).

Program Objective:

The Associate of Science in Health Information Technology program prepares students for a career working with health information in a variety of healthcare settings in diverse roles. Health Information Technology professionals perform the essential functions of acquiring, analyzing, maintaining and securing health information vital to providing quality patient care. Health Information Technology graduates are employed in hospitals, clinics, physician's offices, ambulatory care facilities, long term care facilities, home health agencies, consulting firms, and any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors.

Method of Delivery: Blended.

Upon successful completion of the program, graduates may obtain employment as:

- Health Information Analyst
- Release of Information Consultant
- Medical Staff Coordinator
- Quality Improvement Coordinator
- Coder
- Revenue Cycle Analyst
- Revenue Cycle Manager
- Clinical Documentation Improvement Specialist
- Patient or Cancer Registrar
- Health Information Management Supervisor
- Health Information Management Manager
- Director of Health Information Management
- Data Integrity Analyst
- Project Manager
- Compliance Auditor
- Privacy Officer

(CIP # 51.0707; O-NET # 29-2071.00)

Module #	Week #	Clock Hours	Quarter Credits
I	1-11	160	16
II	12-22	120	12
III	23-33	120	12
IV	34-44	130	13
V	45-55	130	13
VI	56-66	120	12
VII	67-77	130	13
Total:		910	91

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

Program Syllabus:

Course Number	Course Title	In-Class Clock Hours	Recognized Outside Hours	Total Clock Hours	Number of Instructional Weeks	Quarter Credits
ENG 100	Introduction to Oral & Written Communication	12	28	40	11	4
CIS 100	Computer Applications	12	28	40		4
BIO 100	Introduction to Anatomy and Physiology	12	28	40		4
MTH 110	Intro to Statistics	12	28	40		4
MT 200	Medical Terminology	12	28	40	11	4
PSY 200	Introduction to Psychology	12	28	40		4
HIT 200	Intro to Health Information Technology	12	28	40		4
ACC 300	Accounting Fundamentals	12	28	40	11	4
HIT 300	Pharmacology	12	28	40		4
HIT 310	Human Disease	12	28	40		4
HIT 400	Alternative Healthcare Delivery Systems	12	28	40	11	4
HIT 410	Introduction to Health Information Systems	12	28	40		4
HIT 420	Basic ICD Coding	12	38	50		5
HIT 500	Health Statistics	12	28	40	11	4
HIT 510	Current Procedural Term (CPT) Coding	12	28	40		4
HIT 520	Advanced ICD Coding	12	38	50		5
HIT 600	Medical Law & Ethics for Health Information Management	12	28	40	11	4
HIT 610	Continuous Quality Improvement	12	28	40		4
HIT 620	Healthcare Data	12	28	40		4
HIT 700	Management for the Health Information Professional	12	28	40	11	4
HIT 710	Healthcare Reimbursement	12	28	40		4
HIT 720	Health Information Technology Practicum	10	40	50		5
TOTAL		272	648	910	77	91

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

Associate of Science in Health Information Technology Course Descriptions:

MODULE I ENG 101 – INTRODUCTION TO ORAL & WRITTEN COMMUNICATION

Prerequisites: none

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.0

This introductory course is designed to develop skill in all aspects of communication as a member of a healthcare team. The course enables students to develop skills in written, verbal and non-verbal communication, emphasizing styles and methods appropriate to the audience. The focus is on preparing students to exchange information with patients and coworkers, make oral and written presentations, and select effective and timely methods of communication.

MODULE I CIS 101 – COMPUTER APPLICATIONS

Prerequisites: none

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.0

This course emphasizes the complex applications in the Microsoft Office Suite®. Students explore the common features of Microsoft Office and Windows. They practice with the advanced features of Word, Excel, PowerPoint, and cloud-based applications. Students gain confidence and achieve mastery by implementing solutions to real-world business problems.

MODULE I BIO 100 – INTRODUCTION TO ANATOMY AND PHYSIOLOGY

Prerequisites: none

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.0

This course emphasizes the principles of human anatomy and includes overview of all body systems, organs, tissues and cells with focus on major biochemical molecular and cellular biology theories. Topic dealing with the nature of science, human genetics and development are included.

MODULE I MTH 110 – INTRO TO STATISTICS

Prerequisites: none

Co-requisite: Concurrent Module I courses

Quarter Credits: 4.0

This is an introductory course in statistics designed to provide students with the basic concepts of data analysis and statistical computing. Topics covered include basic descriptive measures, measures of association, probability theory, confidence intervals, and hypothesis testing. The main objective is to provide students with pragmatic tools for assessing statistical claims and conducting their own statistical analyses.

MODULE II MT 200 – MEDICAL TERMINOLOGY

Prerequisites: Module I

Co-requisite: Concurrent Module II courses

Quarter Credits: 4.0

This course introduces medical terminology, which includes basic word structure, anatomical terms, terminology used to describe organ systems, body structure, medical diagnoses, and procedures. Students also receive instruction in the correct pronunciation of medical terms.

MODULE II PSY 200 – INTRODUCTION TO PSYCHOLOGY

Prerequisites: Module I

Co-requisite: Concurrent Module II courses

Quarter Credits: 4.0

This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.

MODULE II HS 200 – INTRO TO HEALTH INFORMATION TECHNOLOGY

Prerequisites: Module I

Co-requisite: Concurrent Module II courses

Quarter Credits: 4.0

This course is an introduction to the Health Information Technology profession. It includes an overview of the American healthcare delivery system, health information functions and responsibilities, health services organization and delivery methods, health data, structure and use, regulatory standards and requirements, information systems, and health information privacy and security.

MODULE III ACC 300 – ACCOUNTING FUNDAMENTALS

Prerequisites: Module I-II

Co-requisite: Concurrent Module III courses

Quarter Credits: 4.0

This course introduces the core principles of accounting. Topics include the general journal, the general and subsidiary ledgers, and adjusting, correcting, and closing journal entries. Income statements, statements of owner equity, balance sheets for service and merchandising businesses are prepared and analyzed. Additional topics include cash management and bank reconciliations, accounting for sales and purchase discounts, sales taxes, merchandise inventory, and payroll.

MODULE III HIT 300 – PHARMACOLOGY

Prerequisites: Module I-II

Co-requisite: Concurrent Module III courses

Quarter Credits: 4.0

This course introduces pharmacology, the knowledge of basic pharmacological terminology and concepts, administration, common generic and trade name medications, with an emphasis on the clinical application of pharmacology of the treatment of disease.

MODULE III HS 310 – HUMAN DISEASE

Prerequisites: Module I-II

Co-requisite: Concurrent Module III courses

Quarter Credits: 4.0

The course focuses on disease processes in the human body from a systems approach. Analysis of the most common and significant diseases is included. The signs and symptoms, etiology, diagnosis, and treatment of disease are examined.

MODULE III HIT 400 – ALTERNATIVE HEALTHCARE DELIVERY SYSTEMS

Prerequisites: Module I-III

Co-requisite: Concurrent Module IV courses

Quarter Credits: 4.0

This course is an introduction to health information management practice in alternative healthcare settings including long-term care, mental health, ambulatory care, hospice, home health, and rehabilitation medicine. Focus is on the role of the health information practitioner, regulatory issues, accreditation and licensing requirements, documentation, funding and reimbursement, and electronic information systems.

MODULE IV HIT 410 – INTRODUCTION TO HEALTH INFORMATION SYSTEMS

Prerequisites: Module I-III

Co-requisite: Concurrent Module IV courses

Quarter Credits: 4.0

This course is an introduction to computer systems used in healthcare and health information management (HIM). Emphasis is placed on computer systems used across the healthcare industry as well as electronic health record (EHR) applications. This course is designed for students interested in enhancing their knowledge of computers in the health information technology field.

MODULE IV HIT 420 – BASIC ICD CODING

Prerequisites: Module I-III

Co-requisite: Concurrent Module IV courses

Quarter Credits: 5.0

This course provides an overview of the organization and format of the International Classification of Diseases, Clinical Modification (ICD-10-CM), and the role of diagnostic coding in the Prospective Payment System. Provides instruction in diagnostic coding of health records by applying ICD guidelines. Students are introduced to coding software applications (encoder).

MODULE V HIT 500 – HEALTH STATISTICS

Prerequisites: Module I-IV

Co-requisite: Concurrent Module V courses

Quarter Credits: 4.0

This course provides instruction for the health information technology student in the basic principles of data collection and calculation of hospital and non-acute facility health statistics. Calculation of Health Information Management department statistics is included. In addition, the course covers the calculation of specific vital statistics as well as discharge analysis reporting.

MODULE V HIT 510 – CURRENT PROCEDURAL TERM (CPT) CODING

Prerequisites: Module I-IV

Co-requisite: Concurrent Module V courses

Quarter Credits: 4.0

This introductory course for Health Information Technology students includes the use of Current Procedural Terminology (CPT) coding. The course covers the purpose of CPT, CPT Manual format, code format, and coding steps used to code from the six divisions of CPT: Evaluation & Management, Anesthesia, Surgery, Radiology, Pathology & Laboratory, and Medicine. In addition, the course includes national and category III codes. It also includes an overview of reimbursement issues involving physician and hospital payment for outpatient services.

MODULE V HIT 520 – ADVANCED ICD CODING

Prerequisites: Module I-IV

Co-requisite: Concurrent Module V courses

Quarter Credits: 5.0

This course is the second of a two-course sequence for Health Information Technology students. The emphasis is on advanced principles of International Classification of Diseases (ICD), the most commonly used classification system in the U.S. for coding and reporting diagnostic inpatient and outpatient services and inpatient procedural services. Coding guidelines, conventions and reimbursement methodology are also covered. Advanced principles include Diagnostic Related Group (DRG) case mix derivation, analysis of compliant coding, documentation improvement for correct code assignment, hospital acquired conditions, and present admission indicators that impact the code assignment and revenue cycle.

MODULE VI HIT 600 – MEDICAL LAW & ETHICS FOR HEALTH INFORMATION MANAGEMENT

Prerequisites: Module I-V

Co-requisite: Concurrent Module VI courses

Quarter Credits: 4.0

This course covers the legal aspects of health information management including legal procedures, evidence, tort law, corporate and contract law. Other topics include consent to treatment, the legal health record, HIPAA privacy and security rules, patient rights and responsibilities, release of information, required reporting, risk management, healthcare fraud and abuse, medical staff, and workplace law.

MODULE VI HIT 610 – CONTINUOUS QUALITY IMPROVEMENT

Prerequisites: Module I-V

Co-requisite: Concurrent Module VI courses

Quarter Credits: 4.0

This course is an introduction to quality and performance management and improvement, utilization review, and risk management. The course includes the purpose, principles, historical development, assessment and analysis techniques, and application and program development strategies used in quality management and improvement, utilization review and risk management activities. Also included is the integration of performance improvement activities with the medical staff appointment and reappointment process. Regulatory and privacy requirements will also be addressed. The key concepts, background and statistical tools used in the continuous quality improvement process (CQI) are also provided.

MODULE VI HIT 620 – HEALTHCARE DATA

Prerequisites: Module I-V

Co-requisite: Concurrent Module VI courses

Quarter Credits: 4.0

This course will explore healthcare data analytics. Application of data analytic methodologies to improve decision making, performance, healthcare quality and strategic planning will be presented and practiced. Students will become familiar with internal and external data sources in healthcare, including data abstraction, qualitative data analysis, interpretation and basic data analytics.

MODULE VII HIT 700 – MANAGEMENT FOR THE HEALTH INFORMATION PROFESSIONAL

Prerequisites: Module I-VI

Co-requisite: Concurrent Module VII courses

Quarter Credits: 4.0

This course studies classic and current management principles in the healthcare setting. Students will be introduced to leadership styles, motivation principles, ethical standards, communication principles, and strategies for dealing with difficult behavior in the workplace.

MODULE VII HIT 710 – HEALTHCARE REIMBURSEMENT

Prerequisites: Module I-VI

Co-requisite: Concurrent Module VII courses

Quarter Credits: 4.0

This course integrates information about all US healthcare payment systems. The topics covered include reimbursement methodologies, clinical coding and coding compliance, voluntary and government sponsored insurance plans, managed care plans, revenue cycle management and value-based purchasing. Medicare and Medicaid prospective payment systems are also addressed in acute, post-acute, ambulatory, physician fee schedule, hospice, and long term care settings.

MODULE VII HIT 720 – HEALTH INFORMATION TECHNOLOGY PRACTICUM

Prerequisites: Module I-VI

Co-requisite: Concurrent Module VII courses

Quarter Credits: 5.0

This course provides supervised onsite professional practice experience in an assigned affiliate site for students enrolled in the Health Information Technology program. It is designed to help students assimilate theory with practical application in order to work toward achievement of American Health Information Management Association (AHIMA) entry-level competencies in a real-world environment.

A.S. IN HEALTH INFORMATION TECHNOLOGY

STUDENTS ARE REQUIRED TO TAKE ALL THE EXAMS AND QUIZZES LISTED IN THE SYLLABUS. IT IS NOT PERMITTED TO SKIP ANY TEST.

TESTING ENVIRONMENT

CBD students are expected to take their tests following and complying with ethical behavior and integrity principles.

Any kind of communication among students during or about a test, in any kind of language and with any kind of system, is an example of academic dishonesty.

Students found cheating or engaged in any means of academic dishonesty are at risk of immediate termination.

Any questions relative to clarification of test instructions are to be directed to the instructor, not other students.

General testing procedures

1. Online Quizzes and Exams (tests) are timed and can be taken any day and time of the week during which they are scheduled and made available.
2. Students are advised to take the tests using a PC with a stable internet connection, and in an environment free of distractions and sources of interruption.
3. Once the test has been started it cannot be paused and should be completed and submitted within the allotted time. Tests not submitted by the student will be automatically submitted by the system at the end of the allotted time.
4. The online test taking must be a solitary activity and no cooperation and communication with other students is allowed during the test week, about the test. Measures are in place to verify that any submitted test is the result of a solitary student activity and not of a collaboration between students.

A student found violating any of these general testing procedures or exercising any practice that qualifies as academic dishonesty may have the test invalidated, with no opportunity to be retaken.

Students not taking and submitting a test during the allotted week will be automatically placed under the retake policy.

REVIEW OF QUIZZES AND EXAMS (TESTS)

Tests will be available for review after all of the students in the program have taken them and after the tests' submissions have been deactivated.

RETAKE POLICY

The retake policy limits students retaking an exam to earn a maximum of the minimum pass score established for the course.

This policy applies to students who miss a test without an excused absence and to those who fail a test.

Scores on the first attempt (if applicable) and on the retake will be compared and the highest score will be recorded, in case the student fails the retake.

Students will have 1 (one) opportunity to retake a test, within 1 (one) week of the failed/missed test, or until the last day of the course, whichever occurs first.

The number of retakes is limited to 1 (one) in each Module or at the instructor's discretion.

Plan for improvement

A Plan for improvement will be provided for students not achieving the minimum pass score on any given test.

The theory instructor will identify the areas needing improvement and will develop a plan indicating the areas needing improvement and the steps to be followed, allowing the students, if applicable, to retake the failed test, under the retake policy conditions, observing the timeframe of 1 (one) week of the failed/missed test, or until the last day of the course, whichever occurs first.

Remediation Plan

The remediation plan is an intensive intervention to help students with failing average scores to bring their GPA to the minimum required to pass the course. This plan is developed by the theory instructor and may include tutoring sessions, research projects and other didactic methodologies applicable to address the problem as deemed appropriate by the instructor.

Students not reaching the minimum pass score average at any given month during a Module will be advised to follow the Remediation Plan individually created to optimize the weak areas.

Failure in achieving the minimum pass score at the end of the module may result in immediate termination from the program.

COMPUTER, HARDWARE, SOFTWARE, AND SKILLS REQUIREMENTS FOR ONLINE COURSES

Students must be computer literate and have access to the following computer hardware and software to successfully complete the Online Courses:

Computer Skills

- Ability to use web browsers
- Ability to enter Uniform Resource Locators (URL's)
- Ability to download and save files from the Internet
- Be able to complete online forms
- Be able to cut or copy and paste
- Be familiar with web-based email

Hardware

- Access to Internet Service - Dial up/56K modem minimum, DSL or cable modem preferred (the faster, the better)
- Printer and Scanner (you may need to print or scan documents)
- Monitor that will display at least 800x600 pixels (1024x768 preferred)
- Max. 5 years old or newer PC when possible, with at least 2 GB of RAM

Software

- Windows XP, Vista or better (7, 10; users of Windows 10 need to download the Windows 10 Anniversary Update) running the latest version of the free internet browser software Google Chrome, Internet Explorer or Firefox. Or Mac OSX 10.6 and newer.
- Java, JavaScript, and cookies must be enabled in your browser of choice
- Pop-up blocking software may need to be disabled
- PDF reader - Adobe Acrobat Reader DC
- Microsoft Office or at least Microsoft Word. OpenOffice is acceptable: free software is available at <http://www.openoffice.org> and it is required to save files in .doc or .rtf format.

FINANCIAL INFORMATION

Program	Tuition	Registration Fee*	CPR	Background Check	Books/ Handouts	Uniforms/ Tools/Badge/ Other fees	STRF*	TOTAL**
A.S. in Health Information Technology (HIT AS)	\$21,112.00	\$75.00	N/A	N/A	\$1,808.00	N/A	\$0.00	\$22,995.00
HIT Year 1	\$12,296.00	\$75.00	N/A	N/A	\$1,108.00	N/A	\$0.00	\$13,479.00
HIT Year 2	\$8,816.00	\$0.00	N/A	N/A	\$700.00	N/A	\$0.00	\$9,516.00

*Non-refundable. *STRF = \$0.00 for every \$1,000 rounded to the nearest \$1,000 **Estimated schedule of total charges for the entire program and ♦the current period of attendance (which is same for DA, MA, MRI & PhT programs).